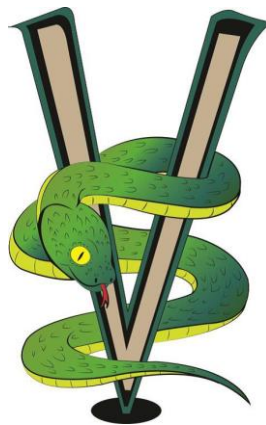


VIRIDIAN

ELEMENTARY

Parent Handbook 2019-2020



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

Principal – Dr. Aungelique Brading
Assistant Principal – Michelle White
Secretary – Dee Londrigan
Attendance/Registrar – Cindy Ritner
Counselor – Shana Winters
Nurse – 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 2018-2019 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.

GENERAL COMMUNICATION FROM THE SCHOOL

Monthly newsletters and other communication from Dr. Brading are sent out through the School Messenger online system. 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. Monthly newsletters are sent at the beginning of each month and are posted on the school's website as well. Online information about upcoming events may be found on the Viridian Website, Facebook and your classroom teacher's website.

The Viridian Facebook page is updated every Friday with the following week's events. Please "Like" the Facebook page in order to receive those updates. You do not need a Facebook account to view the Viridian Elementary Facebook page.

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. Our number is 817-864-0550.

STUDENT ATTENDANCE

Attendance is very important at Viridian. The tardy bell rings at 7:50 am. Students must maintain a minimum of 90% attendance in each semester in order to receive credit for the school year. If your student is going to be absent, please call the school at 817-864-0550 or send a note to the school office to report the absence. 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 tardies or absences (medical documentation excluded).

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%.

SCHOOL SUPPLIES

HEBISD requires the same school supplies for all grade levels. A copy of the supply lists may be found on-line or in the front office. Student's 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 1st, 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 ☺

MORNING ARRIVAL PROCEDURES

The school building opens at 7:15 am at which time students may eat breakfast in the cafeteria or may go to the gym and sit with their grade level peers. There is no adult supervision outside the school building prior to 7:15 am. Between 7:15 am - 7:50 am, Campus Administration, School Staff and Dad's Club Volunteers are present to assist students and to help with traffic flow. Please be advised that the parking lot is closed to visitors at 7:35 am each morning to assist with the traffic flow.

With the exception of bus riders, all students enter the building through the cafeteria doors located near the back parking lot. Pre-K and Kindergarten students remain in the cafeteria with their teachers until it is time to go to class. Students are escorted to class by their teachers at 7:40 am. Students need to be in class by 7:45 am so they have time to prepare for the day. School hours are 7:50 am - 3:00 pm. **Students arriving after 7:50 am are tardy and need to check in with the office to receive their tardy slip.**

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 do 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 - 7:30 am rather than later.

At no time should students be dropped-off in the parking lot or in the front of the building on Cascade Sky Drive as the front doors remain locked. In the back of the school, students should be dropped-off in the right lane, closest to the school, against the curb in the designated area. **All students will enter the building through the cafeteria doors only.**

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. Only those with a green Viridian car tag may make a left turn into the parking lot. All other vehicles should form a line to the right for drop-off. **Regardless of where you live in the neighborhood, please follow the designated traffic plan.**

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. We thank you in advance for your patience and friendliness towards staff members and other parents during the arrival process. 😊

AFTERNOON DISMISSAL PROCEDURES

All grade levels dismiss at 3:00 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.

PK – 2nd Grade:

- Picked up in the White Line (closest to the school building) against the right curb
- Loaded at the orange cones

3rd – 6th Grade:

- Picked up through the Green Line (closest to the parking lot) against the left curb
- Loaded close to the cross walk

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.**

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 your children in your cars when they are designated as walkers or bike riders.

As a reminder, 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. 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 and basketball courts are available to families after 6pm.

INCLEMENT WEATHER PROCEDURES

During severe wet 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). As normal, students will only be dropped off 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 central academic wing entrance. Once inside the building, students proceed to the gym or cafeteria as normal. 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.

CONTACTING YOUR CHILD'S TEACHER

When you send an email, leave a voice mail, or send a note requiring assistance from your child's teacher, please be patient while awaiting a response. Please refrain from calling the school repeatedly or on a daily or near daily basis. For your child's protection and to ensure the correct information is given to the teacher, it is best to communicate with your child's teacher via the MOOSE. Teachers are only able to return calls and/or emails during their conference period or after school. 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

VISITING VIRIDIAN

At all times, all exterior doors remain locked, and visitor access is only available through the main doors. During the school day, visitors must request entry into the building by pressing the intercom button located by the main entrances. 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 Positive Proof Enterprise Visitor Management System to receive a name badge before you may proceed anywhere in the building (please inform Grandparents, relatives, and any other guest 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 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.

MEETING WITH TEACHERS

Our teachers really enjoy connecting with parents. Teachers are responsible for the welfare of their students beginning at 7:40 am and are busy preparing for your child's day of learning. Please understand, that due to the tight timeframe 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.

MEETING WITH ADMINISTRATORS

Our administrators wish to provide excellence in all things at Viridian Elementary, especially communicating with our parents. If you need to meet with the principal, assistant principal, or the counselor, 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.

CLASSROOM OBSERVATIONS

You may request to observe in your child's classroom by contacting the principal, assistant principal, or your child's teacher for approval. Per District policy, visits to individual classrooms during instructional time shall be permitted only with prior approval and the observation period may not exceed 30 minutes in length. When you arrive for your appointment, please check in at the school office to receive your visitor's badge and complete the confidentiality form. 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.

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. **For safety reasons, we ask that parents do not call the office to change transportation. We ask that changes are written in the MOOSE the morning of a change in pickup.**

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.

EARLY CHECKOUT OF STUDENTS

Early checkout of students, either anticipated or unanticipated, take place no later than 2:30 pm. 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.

LUNCH/EATING WITH YOUR CHILD

Students have the option of bringing a lunch or purchasing a tray lunch. Breakfast is \$1.00; Lunch is \$2.50 (free and reduced lunch applications are available in the front office beginning in August).

Beginning the second week of school, you are welcome to have lunch with your child and, should you choose, to bring him/her a special lunch. Please remember, you may bring food only for your own child – you may not bring food in for any other children. Please note, no lunch visitors are allowed during the first week of school. 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 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.*

DROPPING OFF LUNCH AND/OR SUPPLIES

Sometimes items are forgotten at home. In those instances, grade (PK-6th) specific tubs have been placed in the front corridor of the school, just outside of the main office. Please place any late deliveries in the correct grade level tub.

LUNCH MONEY DROP-OFF

Envelopes are available in the school office to drop-off lunch money, if necessary. Please write name and grade level on envelope, add money, and seal the envelope. Please leave money envelope in the office with office staff. Parents may also deposit money into your child's lunch account through www.myschoolbucks.com . Please note there is a small fee for depositing money through this process.

FREE AND REDUCED LUNCH PROGRAM

Apply online today for faster approval! Visit: [HTTP://schoollunchapp.com](http://schoollunchapp.com)

SCHOOL EVENTS

School events will be publicized in the Principal's monthly electronic newsletter, grade level newsletters, the Viridian Website, Facebook, and in the Thursday folders. Entrances to all events will be through the main doors near the parking lot. 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 adult must present a photo ID.**

BIRTHDAY/SPECIAL EVENTS

Viridian celebrates three events per school year as defined by the HEBISD Board policy. Two events are determined by the School Board, which are the Winter Holiday party and the Valentine's Day party. One event is determined by Viridian, which is Field Day. Money is not collected by teachers for class parties.

Teachers love celebrating and having fun with your children. 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, they must be individually wrapped, store bought items. Parents should not send cupcakes or drinks to school. Individually wrapped 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, all food and treats coming into the school for birthday celebrations and classroom parties must be store bought snacks **only**, nothing homemade, please. Store bought items have ingredients listed on packaging which helps protect those children who may have food sensitivities.

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 volunteering for a field trip must obtain an approved background check and provide their own transportation.

END OF YEAR AWARDS CELEBRATIONS

End of year award celebrations are scheduled for each grade level to recognize the accomplishments of students. Parents are notified of the awards celebration schedule in advance. Awards celebrations are not considered graduation as that is a special honor for senior students in the district. Celebrations begin promptly at the designated time and typically last between 45-60 minutes. Parties following award ceremonies are not allowed.

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 https://www2.hebisd.edu/vips/new_volunteer1.asp. If you are planning on attending or volunteering for your child's homeroom or a special event (Field Trip, homeroom help, Valentine's Party, etc.), please log onto the District website to complete the background check. Also, please inform Grandparents, relatives, and any other guest that wishes to participate, that they must complete the requirements as well.

Parents do not need a background check completed to have lunch with their child, attend Suzuki Strings lessons, Field Day, or Talent Show 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.

STUDENT DIRECTORY

Parents have the option to join PTA's online student directory. For those who participate, the online directory allows families access to one another's contact information.

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 counselor 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.

SCHOOL OF CHOICE

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 from the first day back after winter break until the last school day in February. 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 junior high campus in the district. Families may need to apply for junior high transfer depending on the School of Choice program selection that is made.

SPANISH IMMERSION: Beginning in the 1st grade, parents may complete an application for this program. Instruction is given in Spanish.

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

WORLD LANGUAGES: Beginning in the 1st grade, parents may complete an application for this program. Students in the World Language Program grades 1st – 3rd receive instruction in Arabic, Hindi, and Mandarin Chinese.

Beginning in 4th grade, students are asked to select a single language. Once a single language is selected, changes may not be made until the student is entering 7th grade.

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.

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 more than three days, a doctor's note must be obtained.

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.

ELEVATOR USE

The school elevator is for staff use only. The administration may approve elevator access for a student with special circumstances.

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.