



Welcome to Shields Elementary School!

Happy New School Year! We are so happy to be your partner in learning. As we begin a new year, we want you to know that we are dedicated to helping our Shields families have a wonderful year filled with quality learning and memorable experiences. We believe our students will be most successful if we work as a team with our families. This handbook will provide you with general information on policies and procedures at Shields. We believe that it is important for parents

to be informed and involved in the learning process of their children. Please take the time to familiarize yourself with the information in this handbook and keep it as a reference guide during the year. If you have any questions, please contact our school office at 361-788-9593.



Shields Elementary School Faculty

Office Staff:

Carla Gajewsky
Katelyn Lewis
Mary Helen Martinez
Beth Rush
Alisha Hernandez
Alice Rosas
Lydia Hobbs
Sarah West

Principal
Asst. Principal
Secretary
Office Clerk
Counselor
Attendance
SEB
Nurse

ABSENCES

If a student is absent from school, the parent is requested to call the school (788-9593) by 8:00 a.m. Students are required to bring a written excuse signed by the parent or guardian when returning to school. A doctor's note is required if a student has been absent for three consecutive days or more. Families with excessive unexcused absences will be prosecuted according to the guidelines outlined in the VISD Student Handbook. You are only allowed 5 parent notes per semester to excuse absences, after that doctors will be required.



Students and classes with outstanding attendance will be recognized throughout the year.

ADDRESS AND/OR PHONE CHANGE

Please notify the school of any changes in your address, phone number or job location. This is very important in case of emergencies.

ALLERGIES

If your child has an allergy to certain food, insects, etc., please inform the school at the beginning of the school year or as soon as you become aware of the problem. We need to know this information in order to assist in making school a pleasant and safe place.

BICYCLES

Students who wish to ride their bicycles to school may do so. All bicycles should be secured with a lock to the bike racks. Bikes are to be walked while still on the school grounds.

BREAKFAST/LUNCH INFORMATION



Each child has a cafeteria account. You may deposit money in your account to be used for future purchases. Students who do not want to eat in the cafeteria may bring lunch from home. Copies of menus will be sent home with the children at the beginning of each month. Good eating habits are highly encouraged as learning about good nutrition is an important part of a child's education and growth.

Breakfast is served daily from 7:15 - 7:40am. After 7:40am, students will be offered a breakfast bag to take with them to the classroom. Doors to the cafeteria will close promptly at 8:15am.

All students will receive a Free breakfast and lunch the 2025-2026 school year. Please fill out the Free or Reduced lunch prices Application forms that are available during August registration.

BUS REGULATIONS

To ensure the safety of the students, certain rules and regulations must be observed by all students who are riding the bus to/from school. Students who exhibit disruptive, distracting, or abusive behavior will be suspended from the bus.

CLASSROOM PARTIES / BIRTHDAYS

Three designated party days are determined by the school for the year. These days include Christmas holiday party day, Valentine's Day and Halloween. In addition, students may celebrate their birthday by bringing snacks for the class. All birthday treats must be brought to the office prior to 10:30am. Students will share the birthday treat during lunchtime with their class. Invitations to parties will not be passed out at school unless there is an invitation for every child in the class. In the event that the child is only inviting girls or boys, there must be an invitation for every girl or boy in the class. This will prevent hurt feelings. The office is not able to accept delivery of flowers or balloons. Only birthday snacks will be accepted (sweet treats –no nuts)



CLUBS

Shields students have the opportunity to participate in a number of extra-curricular clubs and organizations. In order to participate, students must maintain passing grades in all subjects including conduct. Additional participation criteria may be required by the club sponsor.

COUNSELING AND GUIDANCE SERVICES

Shields students have access to a full-time counselor. The counselor is responsible for classroom guidance studies that consist of values, morals, anti-drug awareness and personal safety and is also available for individual counseling sessions.

DISCIPLINE REFERRALS

At Shields, we have high expectations for student behavior. Our school guidelines are Be Responsible, Be Respectful, and Be Safe! When a student is experiencing behavior problems, the teacher will document it on the monthly behavior calendar that will go home every day and schedule a conference with the parent if the behavior is persistent. Parents will be made aware that there is a possibility that the student may be sent to the office if behavior doesn't improve. Students demonstrating habitual behavioral problems who do not respond to repeated correction by the classroom teacher will be referred to the office. Teachers will maintain contact with parents through phone calls, notes, or e-mails.

There are occasions when a student will demonstrate unexpected behavior that necessitates an office referral. In these cases, it is understood that the teacher may not have made prior contact with the parent regarding behavior.

When students are sent to the office:

A completed discipline referral will accompany the student with factual data about the incident. Administration will conference with students and determine the consequences that will take place. A parent phone call will be made.

DISMISSAL

The school bell rings at 3:15 p.m. for students who are picked up by their parents. Students who ride the bus or walk home are dismissed at 3:15 and escorted to the appropriate location. Students in Pre-K through 5th grade report to their designated holding spots. “Walk-Up’s” will not be allowed, parents must remain in their vehicles during dismissal. Parents will pull into the parking lot on Bluebonnet. They will display their card, and the students will be escorted out and loaded into the car. All students who will be car riders must be picked up with a CAR CARD, if a person does not have the CAR CARD, they must check the student out in the front office. Additional CAR CARDS can be requested in the front office. All children must be picked up by 3:35 p.m. Walkers will be walked across Bluebonnet/Crestwood at the crosswalk and students will have to walk the rest of the way on their own. Walkers who cross Laurent will be taken to Dicks, if you are not there when walkers arrive your child will be brought back to the front office immediately and you will have to check them out at the office. If your child is in grades Pre-K through 1st grade you must be in the parking lot to pick up your child. Once students are off school property, the school is not liable for any incidents. If your child is not picked up by that time they will go into the office and be signed out in the after school pick up log. Your child will need to be picked up in the front office and be signed out by you.

*****Please make sure your student knows how they are getting home for the day before they come to school. Send a note if your child will be leaving via a different method (ex: Joey usually walks but today he will be a car rider, etc). NO CHANGES WILL BE EXCEPTED OVER THE PHONE – WE MUST HAVE A WRITTEN NOTE STATING THE CHANGE IN HOW THEY ARE GETTING HOME OR WHO IS PICKING THEM UP*****

DRESS CODE FOR STUDENTS

See VISD student handbook

EARLY DISMISSALS

Students who must leave early for the day (for appointments, etc), must be picked up at the front office before 2:45 pm. No students will be released after 2:45 pm – this is for the safety of your student during the high transition time prior to dismissal.

Parents checking out students must come to the front office with proper ID before the child will be called to the office. The office will not call students down before a parent arrives. Please plan accordingly.



EMERGENCY CARDS

It is very important that parents come to the school to update any emergency numbers, contacts, and addresses. These updates cannot be done over the phone

IMPORTANT NOTE: Students should know their full name, phone number and address. Knowing their parents' full names and job locations would also be helpful in case of emergencies.

EMERGENCY SITUATIONS

In the event of a campus wide emergency on campus, parents will be notified via Thrill share. It is very important that changes in phone numbers are reported to the office as soon as possible so we can reach you quickly in case of emergency.

FIELD TRIPS

Students will be invited to participate in various field trips throughout the school year. Guidelines for student participation in each field trip will be established by Shields staff and shared with parents and students prior to the scheduled field trip. Inappropriate conduct may prevent a child from being able to participate in a scheduled field trip.

Due to limited seating on the VISD buses, parents who wish to attend field trips will need to follow the buses in their own vehicles. We ask that siblings of students not attend the field trips.

FOODS OF MINIMAL NUTRITIONAL VALUE POLICY/STUDENT SNACKS

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy in 2004. This policy restricts the sale and service of certain foods to elementary school children during the school day. Due to this policy, we ask that you only send healthy snacks for your child to school. It is Shields' policy not to allow soda water or candy during student snack time. Please keep in mind that many classes have "working snacks," and classroom teachers may have additional snack requirements in order to ensure that students' work is kept clean. There are a few exemptions to this rule:

- If you are planning on sending snacks for the entire class on your child's birthday, please make sure to have them in the office before 10:30a.m. The students will eat the treat during lunch time. Birthday treats will only be shared with the homeroom class. No sharing with additional classes or friends.
- Exemption days for the 2024-2025 school year are Christmas Parties, Valentine's Day and Halloween. On the exemption days, you may send snacks for the entire class.

In addition, we are not allowed to serve any "outside food" to students during lunch time. It is fine for you to bring special lunches to school for your child. However, you may not bring food for other children or share food with other children.

GATES

To ensure our students' safety, the exterior gates will be locked during the school day.

GRADES

Students will be expected to make 70% or better in the basic subjects in order to earn passing grades. The following grading system is used districtwide:

E – Excellent	A – 90-100
S – Satisfactory	B – 80-89
N – Needs Improvement	C – 75-79
U – Unsatisfactory	D – 70-74
	F – 69-Below

HEALTH SERVICES

A school nurse is assigned to Shields Elementary. She is responsible for all vision and hearing screening for our students. Minor first aid is given by the office staff whenever necessary and when the nurse is unavailable. If a serious illness or accident occurs, the nurse will notify the parents. Students complaining of illness or discomfort will be checked for temperature reading and be allowed to rest. Parents will be notified if the child registers a temperature reading of 100 degrees or above or if in the judgment of the office staff, the child should go home. If your child has a particular medical problem, please discuss it with the nurse.



HOMEWORK

Homework will be communicated from the classroom teacher. Homework should be a follow-up or review of content/concepts covered in class, which includes 20 minutes of reading.

MEDICATION

The school must have written permission from parents to administer any medication to students while at school. Prescription medication must be in the original container and properly labeled. Students cannot keep medication with them at any time. ALL medications that need to be taken at school will need to be given to the school nurse.

MORNINGS

Students may begin to arrive at 7:15AM. Please do NOT get out of the car until there is a staff member on duty. There will be NO supervision before 7:15AM. All children arriving at school between 7:15 – 7:40 AM are to report to the cafeteria or designated hallway location. Students will be released from the cafeteria/hallway at 7:30 AM and will report directly to their classrooms.



Students arriving after **7:45 AM** are considered **tardy** and must report to the office to receive a **tardy slip**.

Please note: **Staff will not be outside to open car doors after 7:45 AM.** If you arrive after this time, you will need to **park your car and walk your child into the building.**

Parents may “hug and kiss” their child before the student walks through the glass doors. Parents are not allowed in the hallways or cafeteria in the mornings. This will protect our students and staff from not knowing who is in the building. The tardy bell will ring at 7:45, so the teachers can begin instruction promptly. We do encourage students to gain independence and walk to themselves to class alone.

PARENT NEWSLETTER

Our Shields Elementary Newsletter will be sent on ThrillShare the first week of every month. We use the newsletter to keep parents informed of current information and upcoming events. Please take time to read the newsletter.

PARENT-TEACHER CONFERENCES



We encourage all parents to keep informed about their child's work and progress at school. Teachers will schedule conferences with all parents at the end of the first nine weeks. During this conference, your child will attend and will update you on their progress in class. Please feel free to schedule a conference with your child's teacher at any time during the year. Write or call to schedule a meeting during the teacher's conference period. Working cooperatively, we can provide the best possible education for your child.

PARENT VOLUNTEERS

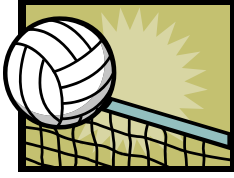
Help is always needed and welcomed. There are many activities in which parents can help at school on a regular basis or whenever time is available. An hour a day once a week or more can be scheduled to help in various areas of our school. Parents who want to work with students or will supervising students on field trips or during special activities must complete the VISD background information form available in the school office.

Joining PTO is a great way to get involved and find out ways you can volunteer:

If you are interested in joining our PTO, contact our SEB: Lydia Hobbs [\(361-788-9593\)](tel:361-788-9593)

PHYSICAL EDUCATION





All students are required to participate in their P.E. classes. Our program provides for exercise and physical skills and good body development. If a student is unable to participate due to illness, a note should be sent to school. If a student is unable to participate for three or more days, a doctor's note is required. Students need to wear or bring tennis shoes for P. E. classes.

POLICY FOR CONTAGIOUS DISEASES

It is a V.I.S.D. policy to send children with possible contagious diseases home for their safety and for the safety of other children. Children with fever, diarrhea, vomiting, rash or any other childhood contagious disease such as Chicken Pox, Impetigo, etc. will be sent home.

Children must stay home for 24 hours after fever or diarrhea, etc. has gone away. We will ask for a written excuse from the doctor upon returning to school with such diseases as Impetigo, Pink Eye and any other contagious disease we feel is a health hazard to the rest of the children.

Students may suffer from allergies, which at times may cause them to get a fine rash or red eyes. In this case, please send them to the nurse for an evaluation. If it is concluded that this is the problem, the student will be allowed to remain at school.

POSITIVE BEHAVIOR SUPPORT: SAFE & CIVIL SCHOOLS

In order to create the best possible learning environment, Shields Elementary School has established school-wide expectations, procedures and guidelines regarding student behavior. These rules and their accompanying behavior expectations are taught to all students and consistently reinforced by all staff members. Students who adhere to the guidelines will be recognized and applauded. Students who fail to meet our behavioral expectations will be corrected. It is expected that all students will respond with respect and correct their behavior when asked to do so. Our campus school-wide guidelines are:



Be Responsible
Be Respectful
Be Safe

All campus procedures and expectations are aligned with these guidelines and will be taught to students during the first days of the school year.

Shields Elementary has a Social Emotional Behavior Specialist on campus and students needing her support will be seen by her (Lydia Hobbs).

PROGRESS REPORTS

At the end of the first four weeks of a grading period, parents shall be provided with a progress report. Please review your child's progress report carefully, sign it and return it to school. If you have questions about your child's progress in class, please contact the teacher. In addition, parents have continuous access to their child's grades through the online gradebook program. This program can be accessed at www.visd.com. If you would like help in setting up a parent account, please contact the school office.



SCHOOL HOURS

School hours at Shields Elementary are 7:45 a.m. – 3:15 p.m. for all children – grades Life Skills/PPCD to Fifth Grade.

The cafeteria will begin serving breakfast at 7:15. Beginning at 7:40 the serving line will be closed and they will be given a sack breakfast to go to eat in their classroom.

Students must be in their classes by 7:45 a.m.

Instruction in all classrooms is from 7:45a.m. to 3:15 p.m. with 30 minutes allowed for lunch.



SCHOOL SUPPLY LIST

There are District-wide school supply lists for all grade levels available at most retailers or you may request a copy in the front office.

SPIRIT DAY

Fridays are designated as Shields Elementary and West HS SPIRIT DAY. All students and staff are encouraged to wear Shields school shirts or our school colors, blue and yellow. The first Wednesday of every month will be designated as College Day. Students are encouraged to wear College shirts.

STUDENT RESPONSIBILITIES

Student responsibilities for achieving a positive learning environment at school shall include:

1. Attend school daily and arrive on time.
2. Be prepared for class with appropriate materials and assignments.
3. Be properly attired.
4. Exhibit an attitude of respect toward others.

5. Conduct themselves in a responsible manner.

TARDIES

Being on time for school is extremely important. Students who are tardy miss valuable reading instruction time in the classroom and often fall behind in their schoolwork. Students who arrive at their classroom after 7:45 a.m. are tardy. Children who are tardy **must** come by the office for a pass before going to the classroom. The school's parent liaison/attendance clerk will follow up on repeated tardies. Students who are repeatedly tardy will receive consequences as outlined in the Shields Attendance Policy which is given to families at the beginning of the school year.

TELEPHONE USE

Students will not be allowed to use the phone once they enter the classroom. Rides should be arranged in advance to prevent students from having to call their parents, especially during rainy or very cold weather. Students will not be called to the phone at any time. **Any changes to how a student get home MUST be in writing. No changes over the phone will be accepted.** The district's cell phone policy as outlined in the VISD Student Handbook will be strictly enforced.

TEXTBOOKS AND LIBRARY BOOKS

Students are encouraged to use the library for reference work and pleasure reading. Students are responsible for library books checked out and will be charged fines for books damaged. Parents will have to pay for lost books.



TITLE 1 CAMPUS

Our school is a Title I, Part A campus. Title I, Part A schools receive supplemental funds from the federal government to provide additional academic support and learning opportunities for their students. This is to ensure that ALL children are provided with a high-quality education that will enable them to exceed performance standards. More than 50,000 public schools across the country use Title I funds to improve their schools. In Victoria ISD, Title I funds are used to support instruction by providing extra personnel, supplemental materials and technology. In addition, Title I funds support our prekindergarten, extended day and enrichment programs. We are also able to provide extra professional development opportunities for our staff members. We hope that you will become an active member of our school family and participate in our parent activities. Parents and families are invited to learn more about our Title I program and to become active participants in designing our program. To learn more about how you can be involved, please contact our campus Attendance Clerk.

TOYS/GAMES

Students must obtain teacher permission **before** bringing any toys or games to school. This includes spinners, tape players, iPods, iPads, DS games, CD players, radios, yo-yos, cards, hand-held electronic games, trading cards, etc. The school is not responsible for items that are lost or damaged at school. Toys and games that are brought to school may be taken up by a staff member and kept in the office until a parent can pick it up. All items must be claimed on/before the last day of school.

TUTORING

Tutoring may be offered before and after school as well as during the day as needed. Parents will be notified of subjects in which children will need special help and asked to allow them to stay for the tutorial support.



VISITORS

Visitors are welcome at Shields Elementary. For the safety of our students, ***we require all visitors and parents to come to the office to sign in and obtain a pass before going to classrooms, cafeteria, or staff offices for any reason. Visitors should be on the list for when checking in as a visitor, you must have a photo ID.*** Students are not permitted to have friends visit them in their classroom. If your child forgets

books, lunch money, etc. simply drop the item by the office and we will see to it that it is delivered. If you need to visit with your child's teacher, call for an appointment or come by after school. It is very difficult for the teacher to visit with you when instruction needs to be provided to his/her class.

WITHDRAWAL OF STUDENT

Necessary arrangements must be made under the following circumstances:

1. Moving out of town – Parents need to notify the school office as soon as possible and at least one day before the student's last day of school in order that the necessary paperwork may be processed. All textbooks, chrome books and library books need to be checked in. Book fines need to be paid. When all is checked in and cleared, the student will receive a school transfer form for his/her entry to the next school. No student records will be sent to another school until all fines are paid and records are clear.

2. Moving to another school in town – Parents need to notify the school office at least one or two days before the student is to be transferred. All textbook and library books need to be checked in. Book fines need to be paid. When all books are checked in and fines cleared, the student's records will be sent to the new school. The student will receive a school transfer form for his/her entry to the other school.
3. Checking out for part of the school day – Child must be signed out through the office when leaving school early for a doctor's appointment, going out of town, etc. To ensure the safety of our students, we will require all visitors to show a picture ID when checking a student out the day. Students will not be released to individuals who are not listed on the office card.

