

**Welcome to  
Eduardo Villarreal Jr. Elementary School  
2024-2025**



Dear Villarreal Parents:

Welcome to Villarreal Elementary! This year our school theme is, *"We Grow Stronger Together, Juntos Creemos Mas Fuerte"*. The theme is in recognition and celebration of how together we harness the power to achieve more than we could individually. By sharing responsibilities, supporting each other through challenges, and celebrating achievements together, we create a learning community that will propel us forward. Together, we are not just a group of individuals, but a cohesive force capable of achieving remarkable outcomes.

We welcome you back to campus and look forward to the opportunity of making this school year an exceptional and positive experience for you and your child. We are confident that the partnership between the Villarreal staff and our parents will be a successful combination in ensuring a wonderful and engaging year for your child.

It gives us such great pleasure to welcome you to our school. At Villarreal we truly BELIEVE that each student is capable of reaching his or her goals. We will instill in our students the confidence they need in order to be successful in all they do socially and academically. We will demonstrate overall excellence in all we do each day with your child, and trust that we will build positive working relationships with each of you. We look forward to meeting new families, seeing returning smiles, and having a school year filled with successes.

Attached is the Villarreal Student-Parent Handbook, a supplement to the NISD handbook to learn more about Villarreal's procedures. This is going to be an AWESOME year, and we look forward to being your partner in your child's education. Together we will **Start Strong, Stay Strong, and Finish Strong!**

Respectfully,

Roxanne Gutierrez  
Principal

Maria Moreno  
Associate Principal

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**OUR SCHOOL NAMESAKE:** Eduardo Villarreal - Mr. Eduardo Villarreal Jr. contributed 38 years of his life to education, approximately 23 of those with Northside ISD. He started as a classroom teacher at Cable Elementary in 1966. He was the first male Kindergarten teacher in Northside. Two years later he became the principal at Cable, making him the first Hispanic principal in NISD. In 1971 he was named the principal of Forest Hills Elementary School. He was appointed Director of Federal Programs in 1975, and in 1979 became the Assistant Superintendent for Federal Programs. In this position, he headed what is now the Division of Compensatory and Support Programs.

Mr. Villarreal was born in Laredo, TX on September 17, 1928. He attended Texas Military Institute in San Antonio, and graduated from St. Mary's University. In November of 1989, Mr. Villarreal retired from Northside. He passed away on December 24, 1990. On May 5, 1991, under the principalship of Dr. Benito Resendez, Forest Hills Elementary was officially renamed Eduardo Villarreal Jr. Elementary School. Mr. Villarreal was married to Acelie and had three sons, Eduardo III, Manuel, and Roberto.



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**SCHOOL HOURS:** 7:45a.m. - 3:00p.m.

**ATTENDANCE:** Daily school attendance and punctuality are critical to student academic success. We understand that students may become too ill to attend school or you may have an occasional emergency that may prevent you from getting your child to school on time. However, in order for students to take advantage of all their learning opportunities and maximize their instructional time, they need to be here everyday and come to school on time. One goal the district is focusing on this academic year is to increase all campuses' attendance percentages. Therefore the attendance goal this year for Villarreal Elementary is for us to reach at least 95%, so we are really striving to communicate the following daily school attendance and punctuality expectations to all of our kids and our families:

1. We will monitor all absences, tardies, and early departures very closely every day, and will be contacting parents by phone or a home visit if absences/tardies become a concern.
2. The first bell rings at 7:35 AM, and instruction starts promptly so students are expected to be in their classrooms ready to learn by 7:45 AM.
3. Arriving late or leaving early from school counts as a partial-day absence, which is a violation of the Compulsory Attendance Law.
4. Students who arrive after 7:45 AM, must report to the office for a tardy slip before going to class.
5. Students arriving after 9:00 AM are marked absent.
6. Up to 10 parent notes for the school year are accepted for an absence to be excused, after that students must bring a doctor's note/or conference with administration/teacher; otherwise the absence is unexcused.
7. Parents of students with 3 unexcused absences will be served with an Attendance Warning Letter by the Associate Principal or District Attendance Officer; 10 additional unexcused absences will result in an Attendance Court Referral.
8. Please value the school day, try to make doctor's appointments after school or on weekends. However, if you must keep an appointment during the day, return the student to school so that your child is not marked absent, unless the doctor recommends home rest.
9. A student may have 1 tardy per 9-week period for a total of 4 tardies to have Perfect Attendance for the entire school year.

When a child is absent from school, the parent or guardian should send a note to the school explaining the reason for the absence upon the child's return to school. All notes must include:

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

An absence may be excused when there is acceptable cause such as personal illness, death in the family, or family emergency. Vacations are not an acceptable cause for an excused absence from school. When a student's absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 3 days will result in an unexcused absence. After 10 instances, that notes are written by parent and/or guardian as an excused absence, the campus administration will decide whether or not to excuse the absence. Together we can reach our goal of 98%, and our students will continue to have the optimal opportunity of an exceptional education.

**ARRIVALS:** Students may enter the cafeteria at 6:50 a.m. when supervision begins. Buses begin dropping off students at 6:50 a.m. Students may eat breakfast in the cafeteria if needed and then go to their assigned area to wait for the bell to ring. Breakfast will be served from 6:50 – 7:35 a.m. In the mornings, PK/ECSE/ALE students will wait in the cafeteria with instructional assistants. K-5th grades will wait in their hallway. All teachers will welcome students into class from designated areas at 7:35 a.m. Students who come on campus after 7:45 must report to the office to receive a tardy slip.

**VOLUNTEERS** – If you are interested in serving as a classroom volunteer or field trip chaperone during the school year, you must complete an online application. This must be done EVERY SCHOOL YEAR.

Go to: [www.nisd.net](http://www.nisd.net)

Click on Community

Scroll down to Volunteer and Background Check Information

Click on Learn more about volunteering

Click on Background Check Form

Submit an Online Background Check Form

**BIRTHDAYS AND PARTIES:** Classrooms will have 3 party days held December 20th, February 14th, and May 29th. On these days, students are allowed to bring and eat food items that are not normally permitted. Classroom teachers will send information as dates come closer. In recognition of student birthdays, parents are able to bring in cupcakes/cookies that are **store**

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**bought.** Students will be permitted to eat cupcakes in the classroom in the later part of the afternoon. No food may be given in the cafeteria, other than for your own child, as per state guidelines. Balloons or flowers are not permitted and should not be delivered to school. Birthday party invitations can be distributed to classmates as long as all boys, all girls, or all students receive an invitation. We do not want any of our students to feel left out.

**BREAKFAST & LUNCH** This year Villarreal Elementary will continue as a campus to allow all students to eat breakfast and lunch at no charge. Breakfast will be served from 6:50-7:35 a.m. Students must be in the cafeteria during that time if they would like to eat breakfast so they are not tardy to class.

**LUNCH WITH YOUR CHILD**— You are invited to eat lunch with your child in the cafeteria. You may bring outside food for your child but please do not give food to other students as this is against federal school nutrition regulations.

**CAMPUS Beliefs, Vision, Mission, and Student Pledge** - As a campus, we take great pride in educating our students socially and academically. We want to ensure you that we stand strong together in our core values/beliefs as a campus community:


**Villarreal Strategic Framework**

**Mission**  
Eduardo Villarreal Elementary is committed to transforming the educational experience of learners through innovative teaching for all.

**Vision**  
At Villarreal Elementary School, students will become confident and capable lifelong learners.

**Learners will be:**

Creators	Leaders
Collaborators	Learners
Communicators	Innovators
Critical Thinkers	Solution-Finders



**Core Beliefs**

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.
- Student success and health is directly impacted by a safe, engaging environment that is challenging and supportive.
- Meaningful relationships among students, families, educators, and the community are vital to student success.
- Classroom teachers have the most impact on student achievement followed by campus principal, support staff and the community.
- Public schools and community partnerships help foster community and develop productive members of society.

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**Student Pledge:**

*I am a Jaguar!*

*I will respect myself and others.*

*I am capable of success through life-long learning.*

*I am worthy of dreaming BIG and being ME!*

*I will Start Strong, Stay Strong, Finish Strong!!*

**DISMISSAL** Students dismissal will begin at 2:55.

Bus riders/Learning Tree students are walked to their designated areas at 2:55. All teachers wait with their students in their classrooms and release students when their iDismiss number appears on their screen. **At 3:15 p.m., all children remaining are brought to the office and staff begins to contact parents.** Once inside the building, students must be signed out of the office. Parent(s)/guardian(s) will need to go to the office with proper ID in order to sign out students.

**CHANGE IN TRANSPORTATION** – If you are changing how your child is going home, please send a note / email to your child’s teacher. Please do not change how your child is going home after 2:00pm. This makes it difficult to ensure your child is in the right place for dismissal.

**DRESS CODE POLICY:** Villarreal’s dress code policy for students is in accordance with Northside’s policy as explained in the Student-Parent Handbook. In grades 3-5, shorts, skirts, dresses, etc. must be no more than four inches above the top of the kneecap. Any clothes that are suggestive or indecent or which cause distraction will not be permitted. Tight-fitting clothes, pants excessively baggy, excessively jeans, and exercise/bicycle shorts are not allowed. See-through garments are not appropriate as well as halter-tops, spaghetti straps, or exposed backs or midriffs. Unconventionally colored, multi-colored, spiked or Mohawk hairstyles are specifically prohibited. Students should always wear rubber-soled shoes the day they have PE. Headgear will not be worn in the building unless authorized by an administrator. Flip-flops are not considered safe footwear and should not be worn. For safety reasons, shoes with wheels are not to be worn.

**EARLY PICK UP/DISMISSAL:** School is dismissed at 2:55 p.m. If your child must leave school earlier, parents must come to the office and sign their child out. We ask that all students who are going to be signed out early, be signed out by 2:30. Students will only be pulled out of class after 2:30 on an emergency basis. Students will only be released to individuals listed on the

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emergency health card and proper identification will be required. For the safety of all children, we will not release students to individuals who are not on the emergency health card or individuals who do not have proper identification. It is therefore important for parents to update the medical emergency health card information as changes occur.

**GRADING:** All Northside Elementary campuses issue grades using a nine week grading period. Report cards and progress reports are instrumental in providing parents with feedback as to student progress and mastery of the NISD Promotion Standards. In addition, you are encouraged to visit Parent Connection at [www.nisd.net](http://www.nisd.net) to view your child's grades and attendance.

**JAGUAR SPIRIT DAY:** Every Friday is Spirit Day. All students are encouraged to wear red and black or their school shirt. Villarreal Elementary T-Shirts will be on sale beginning at Meet the Teacher on August 15th.

**MEDICATIONS:** The nurse is permitted to administer first aid only. The nurse does not diagnose illnesses, but takes notes of symptoms and notifies the parent of the observations. A child with a temperature will need to be picked up. A student should be fever-free for a minimum of 24 hours before returning to school. Please try and schedule medications to be given at home. In circumstances where medication needs to be given at school, it should be taken directly to the nurse by the parent. No medications may be kept in the classroom or given to a student to take the school nurse. Only medication prescribed by a physician may be taken at school; this includes over the counter medication. A medication form must be completed and the prescription must be in the original prescription container. Long term medication may be administered only if the physician completes the school's Special Health Form at: [www.nisd.net/healthservices](http://www.nisd.net/healthservices). Parents must pick up leftover medication. Medications will be thrown away two weeks after parent notification.

**PARENT TEACHER ASSOCIATION (PTA):** The Villarreal Parent-Teacher Association extends a cordial welcome to all parents and urges you to join and participate in the organization's activities throughout the year. Assisting our school through PTA benefits all children, purchases 100% field trips, instructional materials, student/teacher incentives, etc. More information will be coming from the PTA President.

PTA sponsors the VIPs (Villarreal Important Partners) program. Please consider becoming a VIP. Parents are encouraged to volunteer at school. There are many ways parents may volunteer

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including: mentoring students, helping teachers make instructional materials, Xeroxing, and/or serving as a room parent or field trip chaperone. All parent volunteers must complete a criminal background check and be cleared prior to volunteering. Forms are available at: [www.nisd.net/schools/volunteer](http://www.nisd.net/schools/volunteer).

**TESTING**—Students in grades 3—5 will take the State of Texas Assessment of Academic Readiness (STAAR). Teachers will be communicating via weekly newsletters to provide information regarding any upcoming test dates. These tests are long and require a lot of focus and endurance from our children. It is important for the students to be in bed early the night before the test, preferably by 8:30 if possible. During the state assessments, parents are unable to have lunch with their children.

**PARENT TEACHER CONFERENCES:** We encourage conferences throughout the school year as questions or concerns arise. All teachers will be arranging a conference once each semester with every parent. A parent or teacher may request conferences any time during the school year; however, these conferences must be pre-scheduled. The teacher cannot be expected to stop instruction to the entire class when a parent unexpectedly arrives. Thank you so much for your understanding with this matter. We want every minute of instruction to count for our students. Please see teacher conference times: Kinder- 8:45 - 9:30, 1st- 9:35 - 10:20, 2nd – 10:25 - 11:10, 3rd- 11:50 - 12:35, 4th- 12:55 - 1:40, 5th- 1:45 - 2:30. It is to everyone's advantage that you discuss concerns with your child's teacher first before calling an administrator. If the matter cannot be resolved at that level, you are free to call an administrator. We want for our teachers/parents to develop a positive, trusting, working relationship that will best benefit student **success!**

**PROCEDURES FOR SIGNING IN:** For security purposes all parents and visitors must go through the front office to sign in, show picture identification, and receive a visitor badge. All visitors must present a picture ID that will be scanned for a background check. No one will be allowed in without a picture ID that has not been scanned.

With our security lobby, we want to ensure that we are practicing the safest practices for our students. Due to safety & security measures, visitors will not be permitted to escort students into the classroom area (including the main hallways) after the second week of school. (Parents are always welcome to check-in to the building to meet with the school nurse, speak to the office staff, to eat breakfast/lunch with your child, or for scheduled parent conferences). All visitors must obtain a visitor's badge and have their IDs scanned by our security system.



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Upon arrival, students are welcome to eat breakfast in the cafeteria. Breakfast is served between 7:00 a.m. - 7:35 a.m. At 7:15 students are walked down by staff to their designed areas of the building. Staff is on duty throughout the building at 7:15. At 7:35, students are greeted and welcomed into the classroom by their child's teacher.

If you have a conference with a teacher after 3:30, please ensure you pre-arrange it so the teacher can let you in. Thank you so much for your support in this endeavor because your child's safety is a priority for us.

**PROFESSIONAL COMMUNICATION:** All adults on campus are seen as role models for our students/your children. Therefore, we ask all parents, guardians, and community members to demonstrate respect towards each other and use appropriate voice tone and language at all times when on campus. Students surround our campus daily whether it is in the parking lot, cafeteria, or hallways and they need positive and appropriate role models.

**STUDENT ITEMS:** Please put your child's name on clothing and school items so that they can be returned if they are found around the campus. There will be a lost and found located in the front office. In order to ensure the quality of the academic school day, certain items are not allowed on campus grounds. Examples include any type of toy, iPods, electronic devices, games, trading cards, toy guns, or any other items that could be viewed as a distraction. If these items are brought to school, they will be collected and will remain in the administration office until a parent/guardian comes to pick them up. Items left at the end of the school year will be discarded. If a toy gun or toy that can be viewed as a weapon is brought, consequences for bringing such items will be given by the administration.

**STUDENT DROP OFF/PICK UP:** Student drop off in morning, and pick up in afternoon will continue to be in front of campus. Please ensure that you are only entering through the designated areas, and not dropping off/picking up your child in the bus loop area. It is neither a safe nor a fair practice for some parents to utilize the bus loop as a means of student drop off/pick up. We would not like to see our community receiving citations from NISD police for entering a non-designated entrance/exit. In the afternoon, students K-5th grade that are waiting for parent pick up will be asked to sit in their 'designated grade level area.

**CELL PHONES:** Students having cellular phones must keep the devices turned off and in their backpack during the regular school day. District employees shall confiscate any cellular phones

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from students who violate this policy.

**TRAFFIC PATTERNS:** In an effort to expedite the flow of traffic in the parent pick up/drop off lane, we have developed a traffic flow pattern with ONE traffic lane in the morning and ONE lane in the afternoon. We ask that for the safety of our students, parents, and staff, you drive through the parent drop off lane and do not release your child in the parking lot. Your patience during heavy traffic times is appreciated. Please do not leave your vehicle unattended because this is a fire hazard and prevents proper traffic flow. Northside ISD police Department has reviewed our traffic procedures and will adhere to all posted signs to help with traffic flow. Please ensure during drop off and pick up, you drive up to the “Car 1” sign to prevent traffic back up. Please be mindful of our Safety Patrols during pick up and drop off. NISD Police Department will make frequent trips to our campus during pick up and drop off times.

**FOOD ITEMS:** Parents may choose the food items they send to school for their own children, but please do not send food or purchase food for other students. Many of our students may have food allergies. We encourage our parents to send healthy snacks to school.

*QUESTIONS OR CONCERNS Please feel free to call the office at 397-5800 if you have any questions or concerns.*