

## **Paredes Middle School First Day Back Procedures Letter**

### **Welcome to the 2025–2026 School Year!**

Dear Paredes Parents and Students,

Welcome back to Paredes Middle School! We are excited to begin the 2025–2026 school year and are looking forward to a positive, productive, and engaging school experience for your child. Below, you'll find important information about arrival, dismissal, meals, hallway transitions, and school policies to ensure a smooth start



### **Arrival Procedures**

- **Breakfast in the classroom begins at 8:00.**
- The cafeteria doors open at 7:30
- Parent drop off in the morning is on the side of the school closest to Mary Moore Searight Drive
- Students should enter through **the front gate right next to the office**
- Staff will be present to guide students and help them locate their classrooms.
- Please refer to the **school map** (attached/provided at orientation) to familiarize yourself with classroom and hallway locations.



### **Dismissal Procedures**

- Dismissal begins at **3:50**
- Bus riders, walkers, and car riders will be dismissed in a staggered fashion to avoid congestion.
- Parents picking up students by car must use the loop by the cafeteria, the 2nd turn off of Mary Moore Searight.



### **Breakfast and Lunch**

- **All students receive free breakfast and lunch daily**—no need to bring lunch unless preferred.
- We have Breakfast in the Classroom or BIC starting at 8:00 a.m.
- Lunch times are scheduled by grade level. Students will be guided to their assigned lunch period.
- Lunch menus are available on the school website and through the [School Cafe](#).



### **Hallway Transitions & Passing Periods**

- Students have 4 minutes between classes.
- We encourage students to walk on the right side of the hallway and follow all directional signage.
- Staff members will be present during passing periods to assist and supervise.



### **Personal Device Policy (Cell Phones, Tablets, etc.)**

While students **may bring** personal devices to school, the use of these devices is **strictly prohibited** during the school day. This includes phones, smartwatches, laptops, earbuds, kindels and tablets.

**Violations of this policy will result in the following consequences:**

1. **First Offense:** Device taken to the office; students may pick it up at the end of the school day.
2. **Second Offense:** Device taken to the office; a parent/guardian must come to school to retrieve it.
3. **Third Offense and Beyond:** Device held for **48 hours**; parent/guardian must pick up. Additional disciplinary action may be taken.

Please talk with your child about the importance of staying focused and unplugged during the school day.

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 **Need Help Finding Your Way?**

A **school map** is included with this letter and will also be available at the front entrance and on our website. Staff will be stationed in hallways during the first few weeks to assist students with directions.

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 **Need to Update Contact Info?**

Please ensure all emergency contacts and parent/guardian information are current in our system. You can update this via the [Parent Portal](#) or by contacting the front office.

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 **Bus Information**

Parents should use the “**Where’s The Bus**” app to find bus stops and pick-up/drop-off locations. You can find and download the app at the following [link](#).

We’re looking forward to a fantastic school year! If you have any questions before the first day, don’t hesitate to reach out to us at 512-841-6800 or visit our website at [Paredes Middle School](#).

Sincerely,  
Ami Cortes-Castillo  
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