



**NEWCOMERS HANDBOOK
JOHN S. BRADFIELD ELEMENTARY SCHOOL**

4300 Southern Ave. Dallas, Texas 75205

Welcome to Bradfield! We hope this guide will be helpful in answering many of your questions. Please do not hesitate to reach out should you need more information at newcomer@bradfield.org

General Information

- Principal: Dr. Aimee Hilton (hiltona@hpsd.org)
- Administrative Assistant: Mitzi Mitchell (mitchem@hpsd.org)
- School Telephone Number: (214) 780-3200
- School Fax Number: (214) 780-3299
- HPISD Administration Building: (214) 780-3000
- After School Care: (214) 780-3380
- School Colors: Blue & Gold
- School Mascot: Bradfield Broncos
- School Hours: 7:55 a.m. to 3:15 p.m.
- Bradfield Health Clinic: (214) 780-3220, pickfot@hpsd.org
- Bradfield Cafeteria: (214) 780-3225, graebes@hpsd.org
- Bradfield Counselor: (214) 780-3240, adamsj@hpsd.org
- Attendance Email: brattendance@hpsd.org

Bradfield PTA

The PTA provides a vehicle for parent participation in everyday activities and special school

events. The PTA operates the school cafeteria, puts on a number of special events for staff, students and families, publishes an online school directory and yearbook, and coordinates communication and staff support in addition to many other activities. The PTA also raises critical funds for the school by hosting events such as the Reading Rodeo, Carnival, and Auction.

https://bradfield.hpsd.org/apps/pages/pta_home

Bradfield Dads Club

The Bradfield Dads Club serves the children, families, and faculty of Bradfield Elementary. The Dads Club hosts several social and other events throughout the year and provides many opportunities to volunteer and participate at Bradfield. In addition, Bradfield Dads Club provides financial support to the school through membership dues and other events.

www.bradfelddadsclub.com

Frequently Contacted PTA Officers/Chairs

President (Kamela Aboussie): president@bradfieldpta.org

Calendar (Erin Hodges): vpcalendar@bradfieldpta.org

Communications (Katie Patterson): vpcommunications@bradfieldpta.org

Cafeteria Volunteers (Frances Dotson, Steve Noviello): bruncocafeteria@gmail.com

Family Giving/Development (Abby Evans, Kelly Sporich): vpdevelopment@bradfieldpta.org

Directory (Genevieve Short): directory@bradfieldpta.org

Newcomers (Sarah Ganier, Kiki Wallace): newcomer@bradfieldpta.org

Publicity (Rachel Reed) publicity@bradfieldpta.org

Room Parents (Natalie Alexis, Catherine McWilliams): roommom@bradfieldpta.org

Technology (Stephanie Marynick): vptechnology@bradfieldpta.org

Treasurer (Allison Small): treasurer@bradfieldpta.org

Volunteer Sign Up (Christen Bright, Kelly Diehl): volunteer@bradfieldpta.org

Yearbook (Meggan Bowsby, Genevieve Short): yearbook@bradfieldpta.org

Joys and Concerns (Diana Oates, Beth Babb, Katie Samler, Stephanie Ernst):
joysconcerns@bradfieldpta.org

It takes a village to run our school, and the PTA is so grateful for ALL our tireless volunteers. To view the 2025-2026 PTA Organizational chart, please click [here](#).

Important Websites

General PTA Info: <https://bradfield.hpsd.org> (click "PTA")

PTA Fundraising: <http://www.bradfieldpta.org>

Volunteer Opportunities (school – wide): <https://signup.com/Group/276986571852732062/>

Dads Club website: www.bradfelddadsclub.com

Mad for Plaid: <https://www.hpef.org/mad-for-plaid>

Typical School Day – Arrival/Departure and Attire

School begins: 7:45 a.m. / Tardy bell rings at 7:55 a.m.

Full Day Dismissal: 3:15 p.m. (Carpool begins at 3:10 p.m.) / Early Dismissal: 1:00 p.m.
Students can arrive as early as 7:30 a.m. and wait in the gym until 7:45 a.m. After-school care/programming is available until 6:00 p.m. daily for additional charge (call Cha Cha Bjork at 214-780-3380 for more info).

Recommended Attire:

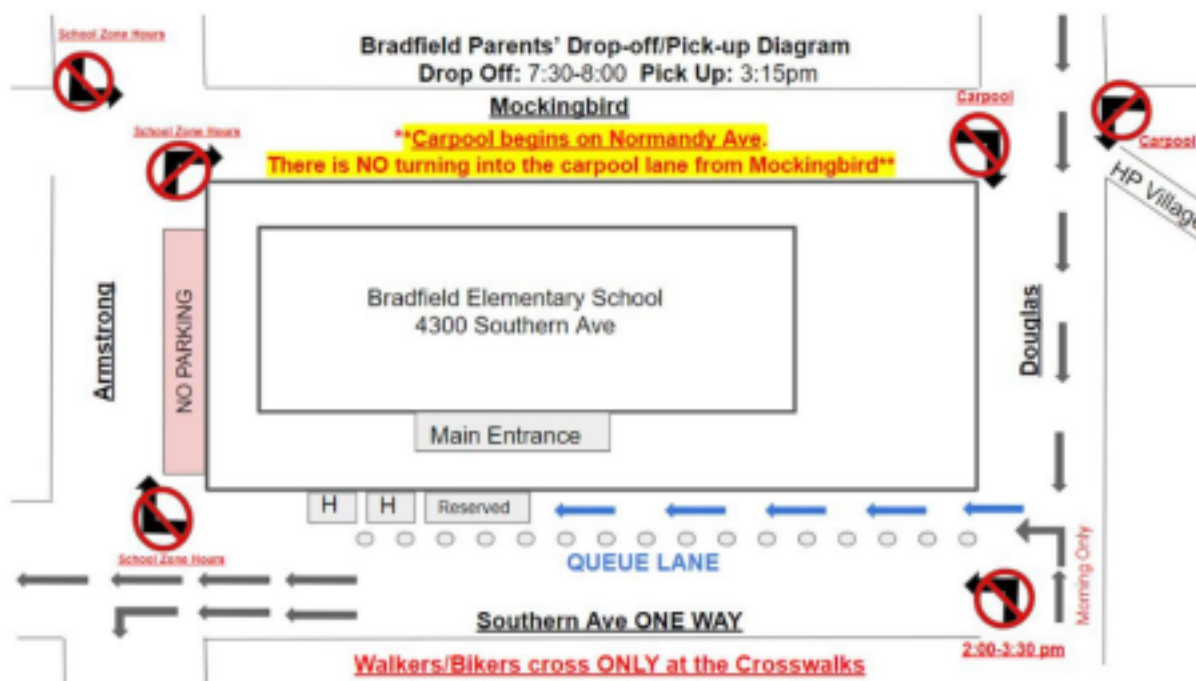
- Closed-toe rubber-soled shoes are necessary on P.E. days. Children attend P.E. 4 days a week.
- Medium sized backpack, big enough to hold a standard size folder, but small enough to fit in the lockers
- Label all backpacks and lunchboxes on the outside. Luggage tags are a great way to do this. Be sure to include your child's first and last name.
- For Preschool and Kindergarten, send an extra set of clothes (including underwear) in case they get dirty and need to change.

Carpool Procedures

INSTRUCTIONS FOR MORNING DROP-OFF AND AFTERNOON PICK-UP

Monday through Friday, twice a day, more than 530 students travel through the doors of Bradfield Elementary by way of crosswalks and streets surrounding our school. Please keep in mind the **SAFETY** of our children is our number one goal.

CARPOOL MAP



Bradfield Parents' Drop-off/Pick-up Diagram
Drop Off 7:30-7:55 Pick Up: 3:10-3:25

During Morning Dropoff: Parents should **ENTER the queue on Douglas**. Drivers may enter the queue coming from both north (Normandy) and south (Beverly). **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

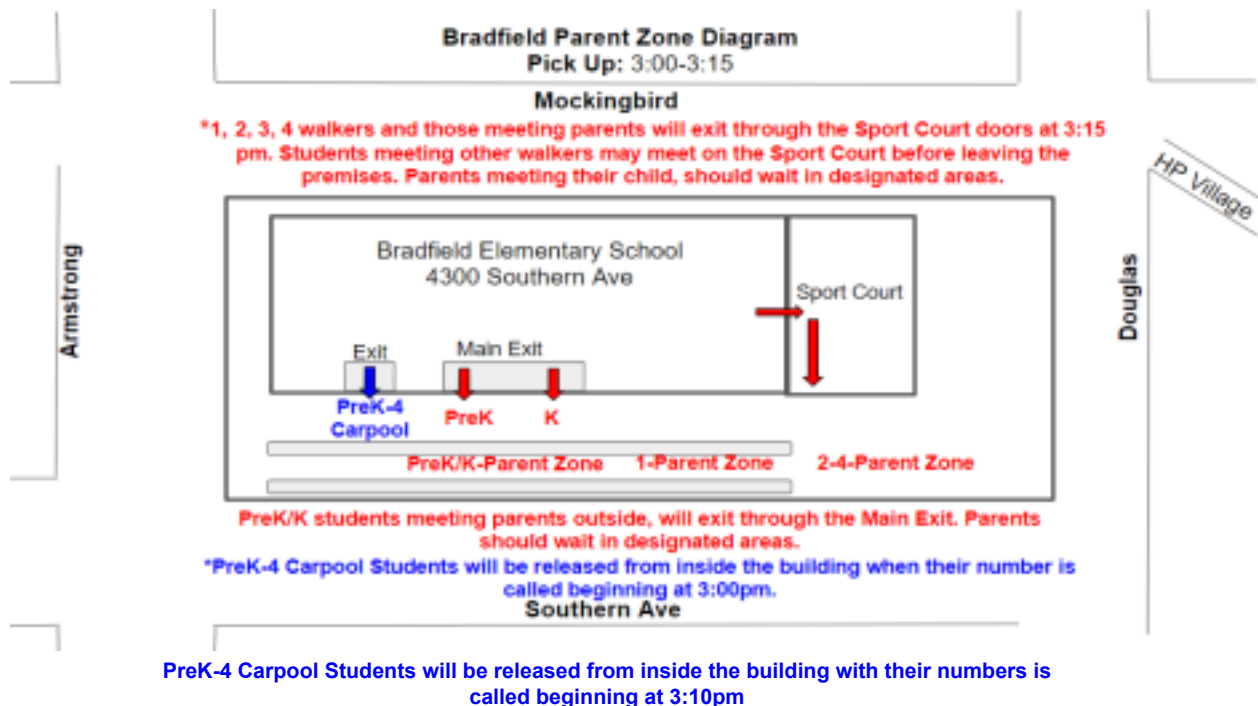
During Afternoon Pickup: Parents should ENTER the queue on Douglas from the **NORTH ONLY (Normandy).** **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

****PLEASE NOTE** – Remember Southern Ave is a one-way street. Once your student has safely entered/exited your car, you may leave the queue line and enter the flow of traffic.

NO RIGHT TURNS: No right turns may be made from Southern Ave onto Armstrong or from Armstrong onto Mockingbird during the hours of 7:15am until 4:00pm.

DISMISSAL MAP

Bradfield Parent Zone Diagram
Pick Up: 3:10 - 3:25



CARPOOL TAGS

Each family will receive ONE carpool number (two tags) in a labeled envelope, from your youngest child's teacher, at Meet the Teacher (MTT). If you miss MTT, carpool tags will be sent home with your YOUNGEST child on the first day of school.

We also have a **plastic tag for each student's backpack**. We will attach the tag to your child's backpack on the first day of school. All students will receive an envelope with this memo inside it and their tag # on it. If you have more than one child at Bradfield, please make sure your children's tag #'s are the SAME. If they aren't, please let your teacher know.

MULTI-FAMILY CARPOOL

If you are part of a MULTIPLE family carpool, please email Jennifer Bergin at safety@bradfieldpta.org for personalized tags. Include ALL students' names, grades and teachers in the group.

CARPOOL RIDERS

All carpool riders, Preschool through 4th, will be dismissed from inside the building when their carpool number is called, beginning at 3:10pm. Please help your child learn their new carpool tag number.

SPECIAL INSTRUCTIONS FOR DISMISSAL BY GRADE LEVEL

- Preschool students will only be dismissed to an adult. Preschool will not be permitted to dismiss to an older sibling.
- Kinder students will be permitted to dismiss to an adult or to an older sibling once the parent grants permission* in writing. Kinder will not be permitted to dismiss alone.
- 1st grade students may ride their bikes or walk home alone once the parent grants permission* in writing.
- 2nd – 4th grade do not require written permission to walk/bike home. However, if your child is responsible for picking up a younger sibling they will be given a form for you to indicate this information.

*Permission forms will be sent home from Meet the Teacher or on the first day of school if you miss MTT.

BIKERS AND WALKERS

There are three bike rack stations at Bradfield. Bikers and walkers dismiss at the same time as their grade level, beginning at 3:15. Please have your child walk his/her bike while on the sidewalks around the fenced school property.

PARKING

Parents may park on Southern Ave. on the opposite side of the street from the queue lane. Please do not block the queue lane or neighbor's driveways. For the safety of everyone, please utilize our wonderful Crossing Guards at the corner of Southern/Douglas and Southern/Armstrong.

DOGS

Dogs are not permitted on school grounds during the school day, including at drop-off and pick up.

INCLEMENT WEATHER

Please know we do our best to watch the weather and update parents efficiently; however, the weather is sometimes unpredictable. Normal dismissal procedures will occur unless the

weather is severe and it is not safe for students to walk. Severe weather is considered to be lightning close by, torrential downpour or other unsafe conditions.

We strongly encourage you to adhere to the normal dismissal procedures on rainy days.

Due to the procedures in place to check children out of school, it is difficult when parents pick up their children early. **We ask on rainy days, in particular, that parents not check students out after 2pm.** Early check out will only add to the complexity of getting everyone out of the building, in a timely and efficient manner.

Severe weather dismissal procedures:

We will notify parents by 2:30 (time permitting) if we plan to implement a severe weather dismissal, any sooner and the weather could change.

- Walkers/bike riders/students meeting parents outside will be retained inside the building until the severe weather passes.
- We highly suggest utilizing the queue lane and allowing the staff to help your child get to your car safely. Carpool will continue to be dismissed as normal.
- If you choose to park and pick up your child we ask that you wait outside under the arches on the front porch. Be prepared to provide your child's name and grade level to a staff member who will be under the arches.
- **PLEASE do not crowd the doorways.**

REMINDERS

DO NOT...

1. let your child out of the car from the center lanes.
2. block ANY driveways, even for a minute.
3. park in the queue from 7-8:30am or 2:30-3:45pm.
4. cut in line.
5. get out of the car for any reason while in the carpool lane.

DO...

1. use the designated queue entrances.
2. use crosswalks and obey crossing guards.
3. help your child memorize their new carpool tag number.
4. remind EVERYONE dropping off or picking up your child of the carpool rules.

Student Absences

When your child is absent, please email the school (at brattendance@hpsd.org) and your classroom teacher to report the absence. Include your child's name, teacher, and reason for the absence. If you are writing an email for the previous day or multiple days, please include the date(s). Otherwise, the date of the email will be used as the date of the absence. An unverified absence (an absence without email notification to this email address) will be listed as an unexcused absence.

The attendance requirement for a doctor's note is listed below:

1. The student is at school for part of the day and visits the doctor during that same day.
2. The student has any type of activity restrictions.

Students are tardy after 8:00 a.m. After 9:35 a.m., students are counted absent. Students are required to be in attendance at least 90% of the school year (MAX of 18 absences).

These days can go quickly when there are illnesses during the year, a trip, family emergencies, etc. Please keep this in mind when planning activities where students will not be in school.

Communications: How to Stay Connected!

1) Bronco eBulletin – email sent by PTA every Sunday evening. This is a one-stop shop for everything that is happening each week at Bradfield. Please take 5 minutes every Sunday to read it, and you will know what is happening that week.

Not receiving eBulletin? Email: vpcommunications@bradfieldpta.org

2) eBlasts – can be time sensitive emails from the office that remind you about school-wide events, early release, rainy-day dismissal and so forth.

3) Room Parent emails – emails from Room Moms/Dads on behalf of the PTA and Dads Club that can be class specific or related to grade-wide or school-wide events.

4) Instagram – used to share exciting school news and promote school events (@bradfield_pta, @bradfielddadsclub)

5) HPISD School Messenger (managed by HPISD) – text messages sent in the event of an emergency, including inclement weather updates about school closings and delays. Users must “opt in” to receive. Text the word **"yes"** to **67587**. This is the nationwide code that School Messenger uses.

6) Highland Park ISD eNews - email containing DISTRICT news and information sent by the HPISD Communications office every Friday. If you selected to receive communications from HPISD during BSSU you will receive this email. Requests to be added to distribution can be sent to: hponline@hpsid.org

School Safety

The safety and security of all within HPISD is of the utmost importance. The HPISD Police Department has the primary responsibility of providing for the safety and security of students, faculty, staff, and visitors. HPISD PD Officer Joel Holley (holleyj@hpsid.org) is Bradfield's Security Resource Officer (SRO). He serves onsite to protect Bradfield's faculty, students and any visitors during school hours.

Front Door Security

The doors remain locked during school hours. Entry and exit for drop off and during school hours is permitted through the front door on Southern Avenue only. All volunteers and visitors

must sign in at the front office and wear a badge during school hours. All volunteers and visitors must also sign out at the front office prior to leaving the school.

You may not use or open any other doors, including the door off of Armstrong. This is a security risk for our students and our staff.

Anyone who volunteers at school is required to complete a background check. This form was available during Back to School Sign Up online. If you did not complete it during BSSU, please stop by the front office to fill one out.

Once Bradfield receives an approved list of volunteers from the district, parents will receive a volunteer badge from the front office that is good for the entire year. Please note all background checks are not approved at the same time.

Cafeteria

The school cafeteria's goal is to serve well-balanced, delicious meals. However, the students have a great deal of freedom in making selections depending on their tastes. Parents are urged to review the menu with their child to assist in his or her daily selections.

To view the lunch menu, view the Nutrislice [website](#) or download the app.

K-1st grade students have a set hot or cold plate lunch selection each day. 2nd – 4th grade students make food selections from the day's menu. **Lunches are purchased using each student's Skyward account.**

Have questions or dietary requests, please contact:

Susan Graeber, Bradfield Cafeteria Manager at graebes@hpisd.org or (214) 780-3225.

School Supplies

Students purchase required supplies through Back to School Sign Up (BSSU). Bulk prices are competitive and do not include state sales tax. Handling student needs in this way has been arranged as a service and convenience to Bradfield families and as a benefit to its teachers and the school.

Room Moms

Each classroom is assigned two Room Moms and one Room Dad, representing the Bradfield Dad's club. Room Moms traditionally help the teachers organize parties, field trips, and provide classroom assistance throughout the year. They are also a great resource for questions you may have. The Room Dad serves as a liaison between Dads Club and dads in your classroom. He also organizes socials during the year.

Supply Shop

Our Supply Shop is open Tuesdays and Fridays to allow the students to purchase small school supplies, toys and trinkets. Some of our youngest Broncos benefit from having an adult help

them in line and with their purchases. The Supply Shop is open from 7:30-7:50 a.m. and is cash only.

DirectorySpot



Those who have joined the Bradfield PTA will have exclusive access to the online school directory via the DirectorySpot app. This directory includes class rosters, addresses, and telephone numbers of Bradfield families and faculty as well as other parent information.

The Directory is typically available in early September.

1. Download the DirectorySpot app by going to your app store and searching for "DirectorySpot."
2. Launch the app. Then, enter your email address as your Username, and click "Reset Password."
3. Click on the link in your email to set your password, relaunch the DirectorySpot app, and login with your username and password.

For Tablet, Mac, or PC Users:

1. Go to www.directoryspot.net and click on "Login" in the upper right hand corner.
2. Enter your email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.
3. Click on the link in your email to set your password and login.

If you have any data changes throughout the year, please email: directory@bradfieldpta.org.

Volunteer Opportunities

Monthly Volunteer Opportunities

- **Cafeteria:** Volunteer as a server or cashier (a Bradfield tradition since 1926). Students are always excited to see parents and grandparents in the cafeteria. Shift: 2 hour RECURRING shift, once a month.
- **Supply Shop:** Volunteer to sell Bradfield spirit wear and supplies. Students love visiting the Bradfield Supply Shop before school, which is open on Tuesdays and Friday. Shift: 30 minute RECURRING shift, once a month from 7:30 a.m. to 8:00 a.m.
- **Library:** Volunteer in our library. You will help students select books and check out and will

also assist our librarian in filing and shelving books. Shift: 1-2 hour shifts, once a month at a time coordinated with the librarian.

- **Art Hanging:** Volunteer to help showcase students' artwork in the halls. Shift: once a month or less, whenever new art is ready to be hung.
- Sign up for these volunteer opportunities [here](#).

Event Volunteer Opportunities

Volunteer shifts include parent volunteers during school events such as carnival, bike rodeo, and book fair, as well as grade and class specific volunteer opportunities. Sign-ups for these opportunities will be published and open closer to the dates of the events.

SignUp.com

The Bradfield PTA utilizes SignUp.com, which provides a convenient platform to manage your volunteer schedule for classroom and event-specific activities.

While you can sign up for volunteer opportunities without creating your own SignUp.com account, taking the time to create an account will make keeping track of your volunteer jobs and making changes much easier. Make sure to read the weekly Bronco eBulletin to stay informed of new opportunities as they are added throughout the school year.

*NOTE 1: All shifts for Cafeteria, Library and Supply Shop are recurring. They take place on the same day each month of the school year (i.e. 1st Monday). When selecting a shift, you only need to choose the first shift you will attend on the calendar. The SignUp.com volunteers will process your request and schedule all of your recurring shifts for you. Your selected shifts WILL NOT automatically appear as recurring until your request has been processed. You will receive an email confirmation when your requests are processed.

** All volunteers are **required** to have a background check on file. Click [here](#) to request your background check prior to your first day as a volunteer.

To learn more about SignUp.com, campus wide volunteer opportunities at Bradfield, and to create your own signup.com account click on the bronco below.

Grade Level Volunteer Opportunities

- Will be published and will open for sign ups in September

Signup.com Administrators

- Christen Bright & Kelly Diehl (volunteer@bradfieldpta.org)

Fundraising Opportunities

In addition to our Annual Family Giving Campaign, Bradfield also hosts fundraising events

throughout the year. These events provide separate benefits and recognition levels unrelated to Family Giving. You will hear more about these events in the coming weeks. For more information, please refer to the 2025-2026 [fundraising brochure](#).

- Reading Rodeo: September 17-24
- Carnival: Friday, October 24
- Auction: Saturday, February 21
- Field Day: Thursday, May 21

There are other ways to support Bradfield through the year. To learn more visit:

<https://bradfield.hpsd.org/apps/pages/community-rewards>

Other Important Dates

Other important dates may be found here: https://bradfield.hpsd.org/apps/pages/pta_calendar