



**IDEA Edinburg**  
2553 N. Roegiers Rd.  
Edinburg, TX 78541

## PARENT COMMUNICATION FOR FIRST DAY OF SCHOOL THURSDAY, AUGUST 14, 2025

**MORNING DROP-OFF:**  
7:15 A.M. – 8:00 A.M.

**AFTERNOON PICK-UP:**  
3:40 P.M. – 4:00 P.M.

**FIRST DAY OF SCHOOL:**  
THURSDAY, AUGUST 14, 2025

We need the support, assistance and cooperation of all IDEA Academy and College Prep Parents to adhere to the traffic flow and sign postings on campus. This is the only way we can provide the safest arrival and departure experience for you and your child. Be courteous to staff, other parents, and follow security guard instructions.

**STUDENT DROP-OFF:** Student campus drop-off is located at the front of each corresponding building. Doors open at 7:15am, and Staff will be on duty until 8:00 a.m. to assist you when you are dropping off your child. Students that get to school after 8:00 a.m. must report to the front office for a tardy slip and follow-up parent meetings will be arranged to address frequent tardy arrivals. Please DO NOT drop off your child in areas around the school after 8:00am, as all gates will be locked. Instead, drive into the front office to drop off if arrival is after 8:00am.

**SCHOOL SAFETY / SECURITY:** IDEA Edinburg has a Police Officer on site, who oversees our campus during the school day. All staff members are on duty during arrival and dismissal times, and our campus is locked as soon as instruction starts, and equipped with perimeter fencing, security gates/cameras. All visitors must report to the front office, ring the bell, and be granted access to drive into the front office parking lot to get assistance. A form of identification must be provided when visiting the school. In addition, our district prioritized our campus with the addition of perimeter fencing and security gates at each main entrance. In addition, our campus will benefit from the installation of security cameras around campus. Our campus executes several safety drills each month to make sure all staff/students are properly trained to respond to emergency situations.

**PARENT EXPECTATIONS:** We ask that on the first day of school, all parents remain in their vehicles. Due to safety precautions, parents will not be able to walk their child to the classroom. We are implementing safety measures to ensure your children are in a safe environment while maximizing instructional time. Our curriculum dictates very strict timelines for lessons. **Thank you for your understanding and cooperation.**

**NO TEXTING IN SCHOOL ZONE:** Student safety is our top priority. Please keep in mind that that texting and driving in a school zone is prohibited by law and will be reported to local authorities.

**BREAKFAST:** Breakfast is served from 7:45 a.m. – 8:00 a.m. Make sure your child arrives at school by 7:45 a.m. to have sufficient time for breakfast. Class starts at 8:00 a.m.

**STUDENT PICK UP:** Parents will be provided with a Student Pick-up Card to always be displayed when picking up your child. Students may be picked up in front of the building, and at the designated pick-up areas. Staff will be on duty from 3:40 p.m. – 4:00 p.m. to assist you when you are picking up your child. We ask that you wait for your child inside your car and have your child's name card displayed on your windshield. This process ensures that our students are safe and helps us execute an efficient dismissal.

**LATE PICK-UP:** If students are not picked up from school by 4:15 pm, we will be calling you or any listed emergency contacts for the student to be picked up.



**PICKING UP STUDENTS BEFORE THE END OF THE DAY:** Students will be required to attend a full school day. Therefore, early dismissal will only be allowed for emergencies and backed up by documentation. No early dismissal will be allowed after 2:30pm. Please try to schedule doctor's appointments after school to ensure your child does not miss out on instructional time. Our school day has been carefully planned so students learn every single minute of the day. Early pick-ups will be closely monitored and will follow up with parent meetings.

**TRANSPORTATION/PICK-UP CHANGES:** To ensure your child goes home via the correct dismissal method, and to make sure your child arrives home in a timely manner. All transportation changes will need to be made by 2:00 p.m. by calling the front desk. Academy: 956-287-6100. CP: 956-287-6300.

**DAILY ATTENDANCE:** Student success is largely dependent upon daily attendance; therefore, absent/tardy occurrences are taken very seriously. Teachers and school leaders will be making calls to parents to try and help bring students to school as soon as possible. We expect parents to cooperate and return phone calls and provide an explanation of the absence. Medical absences can only be excused with a doctor's note (national or international), and it is the parent's responsibility to ensure we receive this excuse **at the front office**. Please DO NOT send the doctor's excuses directly to the teachers or via text message. We will not be able to process medical excuses after a 10-day period and absences will stay on the student record as "unexcused." Parent meetings will be held if students accrue excessive unexcused absences.

**TARDY ARRIVALS:** Arrival after 8:00am is considered late. Repeated tardy arrivals are considered a Level I infraction as per the Student Code of Conduct. Repeated Level I infractions will lead to Level II or III infractions, which could ultimately result in expulsion if this behavior is not corrected. For late arrivals, parents will need to drive-in, park, and check-in students at the front office. If a student misses school for more than 10% of scheduled school days, he/she will be required to attend after school tutorials. Students will attend Saturday School and/or summer school to ensure any days that were missed throughout the school year are made up. There is a possibility of retention if students do not attend the extra recovery time given.

**ADA (AVERAGE DAILY ATTENDANCE) CHALLENGE:** Students will participate in different Perfect Attendance Challenges during the school year. Students who are in school every day (no excused or unexcused absences) and arrive before 8:00 a.m. will be eligible to receive prizes and attend special celebrations/trips.

**UNIFORMS/ELECTRONICS:** Full uniform is a DISTRICT requirement, and violations will not be accepted. Parents will be called and will be expected to bring students the correct uniform as soon as possible. All electronic devices (unless approved by the principal) should be turned off and completely stored out of sight during school hours. If students use any personal electronic device during school hours, devices will be confiscated and an administrative fee of \$15 will be collected when parents pick up the devices from the front office. We are NOT responsible for any damaged or lost devices.

**STUDENT TECHNOLOGY POLICY:** Our school district's technology policy allows every student to have access to an electronic device for school related work. Students must use school-issued devices to access our systems; therefore, every parent has signed the Student Technology Policy during the Registration Process. Devices will be made available for students during class time for grades K-8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup> grades will be able to check out their device to use as needed during the duration of the school year. Parents are responsible for any device loss or vandalism, as stipulated in the signed contract.

**LUNCH FROM HOME & STORE-BOUGHT FAST FOOD:** IDEA Child Nutrition Program carefully plans free daily menus and includes the correct food portions for every child. If parents decide to send lunch from home, students must bring it with them in the morning and store it in their lunch box. We will not allow fast food deliveries to the front office. Once the school day begins, our staff will not deliver lunch from home to classrooms or the cafeteria. If your child requires a special diet prescribed by a physician, please contact the Cafeteria Manager, Laura Moreno, by calling the front office.

**BACKPACKS:** For Academy lower grade levels, we discourage the use of large backpacks and recommend a backpack that your child is comfortable with since they will be carrying them throughout the day. Clear or mesh backpacks are optional. Backpacks with wheels will not be allowed.

**HOMEROOM TEACHER/COMMUNICATION:** Your child's homeroom teacher will be your main source of contact and information for everyday issues. Attending "*Meet the Teacher Night*" will be crucial to establishing open communication with your child's homeroom teacher. During this time, you will obtain his/her e-mail address & REMIND code. We will send separate communication for this event, which will take place on Tuesday, July 22, 2025, for Kinder, and August 6-7, 2025, for grades 1<sup>st</sup> -12<sup>th</sup>. An invitation with all the details will be sent to you to attend the mandatory Meet the Teacher Event.

**SCHOOL CALENDAR:** The **2025-2026** school calendar has been posted on the IDEA webpage. Please access the following website for a copy: <https://ideapublicschools.org/parents/academic-calendars/>.

**MEDICATIONS/ACTION PLANS:** Medications will only be administered by the school nurse. Parents must hand deliver any medications labeled with your child's name including a "Medication Consent Form". It is very important for parents to share with us specific action plans for certain medical conditions. Please reach out to our School Nurse (Norma Madero / Cristy Garza) for further inquiries.

**ACCESS TO BOYS & GIRLS CLUB:** Effective this school year, IDEA Edinburg students DO NOT have automatic acceptance to the B&G After-school Program. If parents wish that their children participate in this after-school program, they must contact the B&G club directly, pay for their membership, and inform the corresponding homeroom teacher to dismiss the student to B&G during dismissal time. B&G representatives will pick up participants from our campus at the end of the school day and walk over to their facility.

**IDEA EDINBURG AFTER-SCHOOL PROGRAM:** IDEA Edinburg will offer parents the opportunity to sign their children up for several afterschool activities such as Cheer, Folklorico, Lego, Sports, Art, etc. Space in these clubs is limited, and spots will be filled on a first-come-first served basis. Invitations will be sent via Remind. For questions about our after-school program, please contact Mr. Oscar Tamez.

**CAMPUS ADMINISTRATORS:** The following information includes our campuses administrators and their corresponding roles within each campus. Our administrators are here to help with any concerns parents may have. Should you need to schedule a parent conference or leave a message for an administrator, contact the front desk and your call will be directed to the appropriate campus leader.

**ACADEMY: 956-287-6100**

Name	Function	Main Responsibilities
Melanie Perez	Academy Successor Principal	IDEA Academy Principal
Erik Humphrey	Assistant Principal of Operations (APO)	Records, Transportation, Cafeteria, Uniforms, Lottery, Transfers, Facilities, Clinic, Receptionist, Attendance, Safety, General School Operations.
Selina Ortiz	Assistant Principal of Instruction	K-1 <sup>st</sup> Grade Teachers, Behavior Concerns
Christian Recinos	Assistant Principal of Instruction	2 <sup>nd</sup> , 3 <sup>rd</sup> Grade Teachers, Behavior Concerns
Claudia Villalobos	Assistant Principal of Instruction (API)	4 <sup>th</sup> , 5 <sup>th</sup> Grade Teachers, Behavior Concerns
Victoria Carreon	School Counselor	Social-Emotional Counselor, K – 5 <sup>th</sup> Grades

## COLLEGE PREPARATORY: 956-287-6300

Name	Function	Main Responsibilities
Ramiro Gomez Jr. Sylvia Verdooren	Executive Principal CP Successor Principal	College Preparatory Principal.
Erik Humphrey	Assistant Principal of Operations (APO)	Records, Transportation, Cafeteria, Uniforms, Facilities, Clinic, Receptionist, Attendance, Safety, General School Operations.
Melinda Pedroza	Assistant Principal of Instruction (API)	Curriculum and Teachers: 6 <sup>th</sup> & 7 <sup>th</sup> Grades.
Elizabeth Red	Assistant Principal of Instruction (API)	Curriculum and Teachers: 8 <sup>th</sup> & 9 <sup>th</sup> Grades.
Kimberly Maqueda	Assistant Principal of Instruction (API)	Curriculum and Teachers: 10 <sup>th</sup> – 12 <sup>th</sup> Grades.
Patricia Tijerina	School Counselor	6 <sup>th</sup> – 12 <sup>th</sup> Grade Social-Emotional Counselor, Behavior Issues.
Cynthia Vasquez, Rebecca Viera	College Counselors	9 <sup>th</sup> – 12 <sup>th</sup> Grade Counselors, College Placement, Financial Aid Applications, College Testing.
Jennifer Martinez	Director of College Counseling	Graduation Tracking, College Acceptances.

**STUDENT CONDUCT:** Students are expected to be courteous, respectful, and attentive to all school staff. IDEA Edinburg will not tolerate inappropriate behavior, as it compromises the learning environment. In the event of negative student conduct, the student will be escorted to the front office where staff will contact parents. The expectation is to collaborate and support one another in correcting the negative behavior so the student can return to class. Refer to the Student Code of Conduct posted at: <https://ideapublicschools.org/parents/resources/> for specific guidelines, examples, and consequences for repeated misconduct.

**EDINBURG ARRIVAL AND DISMISSAL:** For the safety of all students and staff, we have designed the following Traffic Flow Plan. Given there are space limitations at the Edinburg Campus, which are outside our control, the following Flow Plan will help ensure students are dropped-off and picked-up safely. Please adhere to this Traffic Flow Plan and avoid parking in FIRE LANE areas or going around safety cones. Follow instructions given by our security personnel who will be guiding traffic. Repeat offenders will be reported to local authorities.

