

**Welcome to
Christian Evers Elementary School
Student and Parent Handbook
2017-2018**



We are Evers Inspired!

**School Mascot: Unicorns
School Colors: Burgundy and Silver
1715 Richland Hills Drive
San Antonio, TX 78251**

**www.nisd.net/evers
Phone: 210/397-2550
Fax: 210/706-7564**

**Talia Hernandez, Principal
Paul Alvarez, Vice Principal**

Northside Independent School District

Dear Parents,

Welcome to Christian Evers Elementary School. This 2017-2018 campus handbook is provided to give you lots of valuable information about your child's school. Please take the time to read the information. The following guidelines will be expected to be followed along with the district handbook.

Please know that every member of the school staff is committed to making this a great and productive year for your child. With your support and interest in your child's education, we will work together to build a strong parent and home connection.

Sincerely,
Talia Hernandez
Principal

Paul Alvarez
Vice Principal

Our Mission

At Evers Elementary, we are growing leaders one student at a time. We...

- E**mbrace learning
- V**isualize our future
- E**xcel in all we do
- R**espect ourselves and others
- S**trive to do what's right to achieve our maximum potential!

Christian Evers Elementary School is dedicated to providing a balanced curriculum using a variety of techniques, methods, and materials. We recognize and respect different learning and teaching styles and are united in our commitment to reach each child.

P.T.A.:

Please consider joining our Evers PTA. The dues are only \$8. Joining does not commit you to volunteer or give a time commitment. However, if you wish to volunteer we welcome your time and services. We have a very friendly and active PTA, and you are invited and encouraged to participate in many ways. Please contact our Membership Board member Mrs. E. Reynolds by calling the front office at 210-397-2550. If you are interested in getting involved, please contact our President Marissa Martinez (Marissa.Martinez@nisd.net) about ways to be involved in this outstanding partnership. Also, feel free to contact the school for more information.



Volunteers:

Evers staff member knows that we cannot do the job at hand without support from volunteers. We invite you to assist teachers and PTA by signing up for various volunteering opportunities that occur during the school year. We always welcome all volunteers to Evers Elementary whether to volunteer for various campus events such as: class parties, Fall Carnival, Box Tops, Parents Assisting in Learning (PALs), Dads Of Great Students (Watch D.O.G.S.) field trips, picture day, mentor, donate supplies, teacher workroom, etc. If you think you may volunteer at any time during the year, please go to www.nisd.net and click on the "Volunteers and Mentors" link. You will find an online volunteer background check form to complete. This must be completed 72 hours in advance of attending any field trips with your child. Please contact the school to find out ways you can volunteer!

School Doors Open: 7:00 a.m. (Supervision begins at this time)

Staff members are on duty at 7:00 a.m. For safety reasons, **NO** child should arrive before 7:00 a.m. Cafeteria employees, custodial staff, teaching staff, and administrators who arrive early are busy preparing for the day. Please support these efforts and consider your child's safety by refraining from dropping off your child before 7:00 a.m. If there is a change in the way your child is dismissed from school, please notify the teacher in writing. Without a written request by 2:00, the teacher will send your child home the usual way. Feel free to also call front office to leave a message.

- Kinder students report to the front hallway going to the library
- 1st-2nd grade students report to the hallways outside their classroom
- 3rd and 5th grade students report to their classrooms
- 4th grade reports to the gym
- Breakfast: 7:00 a.m. -7:40 a.m.
- Students report to the classrooms at 7:40 a.m.

School Office Hours:

7:00-3:45 p.m. (Monday-Friday)

School Starts: 7:45 a.m.-2:55 a.m. (Note: Dismissal change for 17-18 school year)

TARDY: Children are tardy if they are not in class by 7:45 a.m. Students will need to get a tardy slip in the office.

Arrivals:

We kindly request that parents help instill an "independent start" in their child. Please encourage your child to independently walk to the designated hallways or gym to find their class. Please build in this level of independence starting with the first day of school. Safety Patrols and staff members are stationed throughout the building at 7:15 each morning to assist. When students begin the day independently, it helps us to begin the day smoothly.

Teachers are available to meet with parents in the morning before school; however, please schedule an appointment. Teachers have much to do to prepare for the day in the morning. Often times they get to school early to get materials ready, and mentally prepare for the day. Please respect this time and do not "pop in" for an informal conference. Thank you for your support!

Dismissal:

All classes are dismissed by 2:55 p.m.

*****This year, we do have staggered dismissal times:**

- **PK/Kinder-2:45 p.m.**
- **1st/2nd- 2:50p.m.**
- **3rd-5th-2:55 p.m.**

We ask for your support in not walking down the halls or go to the classrooms. This can be too distracting when teachers are trying to give last minute instructions and need the full attention of the students. Thank you for helping us keep our school quiet and orderly so teachers can teach right up to the last minute.

All students should be picked up by 3:10 p.m. each day. A conference will be set up between parent and an administrator if students are not picked up on time.

Changing Your Child's Dismissal

If you need to change your child's routine, please send a note to your child's teacher otherwise we will follow the normal routine for your child. Change of transportation at the end of school day must be done before **2:00 p.m. to ensure the student goes home the right way.** Dismissal is a busy time, we appreciate your support.



Communication from School:

In an attempt to save money on postage and printing, Evers ES will post campus information on the school website. Families who have no internet access can call the school and request a hard copy of newsletters, calendars, etc. Parents are also encouraged to share their email addresses with their child's teacher. We invite you to check your email accounts each Monday for our campus e-fliers and teacher information/newsletters. Your child's teacher may also send more information throughout the week.

HOME ACCESS CENTER (NEW)***

Home Access Center (HAC) allows parents to view information regarding their child's grades and attendance at any time throughout the school year. It also allows parents to sign up for School Messenger voice, text and emails directly from the campus as well as cafeteria account information and payments. To log on to HAC, go to <https://hac.nisd.net>

Medical Release and Emergency Information:

It is very important that we always have a number where we can reach you in case of an emergency. Please keep the office updated with any change of cellular numbers or telephone numbers at home or work. If you do not have a phone at home, we need the name of someone who can contact you. It is very important that we have current emergency information on every student. Please notify the school in person when you have a change of address or telephone number (at home or business) and if there is a change in the name of the person to be contacted if you are not available.

Appointments/Early Outs:

Children who need to leave school for appointments will be called to the office upon your arrival. **Parents will need to show proper identification anytime they wish to sign their child out of school.** For the welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents and other adults listed on the current medical emergency card. It is the parent's responsibility to update the medical emergency card information as changes occur. **The office will not pull out students to be ready for appointments until the parent gets here.** If a student misses instruction due to early pick-up, it will be considered a partial day absence. (If it is a special circumstance, it will be reviewed by campus administration).



Attendance:

Attendance is very important to your child's education. Students must be present for at least 90 percent of the day to receive credit for their classes. Excused absences include illness, sickness or death in the family, quarantine, observance of religious holy days, or weather/road conditions making travel dangerous **(These excuses will be reviewed by campus administration)**. We must keep accurate data on all absences; therefore, you must send a written explanation of each absence to your child's teacher. This note must include the date of the absence(s), name of the child, teacher/grade, the specific reason for the absence(s) and parent signature. Without a parent note justifying a valid reason for the absence, the child's record will be marked with an "unexcused absence."

A statement from the doctor may be requested to verify the illness or other condition that requires the student's extended absence from school that exceeds three consecutive school days. Attendance records are finalized daily at 9:00 a.m. A child who is not present at 9:00 a.m. is considered absent for that day, unless he/she has a doctor's note and returns to school on the same day as the doctor's appointment. A child is considered tardy if he/she is not in the classroom at 7:45 a.m.

You will have 3 days to submit this note or the absence will be considered unexcused. Only 4 written parent notes for each semester will be accepted. *If your child has a medical appointment during school hours, bring a note from the doctor's office. Notes must be received the same day as the appointment in order to count your child present for the day. (See the **Northside Student/Parent Handbook** for details about Religious Holy Days.)

Perfect attendance may be awarded at the end of each 9-week grading period to students who have not exceeded one tardy or one partial day absence not categorized as a documented appointment with a health-care professional.

Parent-Teacher Conferences:

Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. **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 their class when a parent happens to come by unexpectedly.** When grade level meetings are scheduled, it is very important that the full staff attend. If you drop by, you may find that the teacher cannot speak with you at that time. It is to everyone's advantage that you discuss concerns with the teacher before calling an administrator. If the matter cannot be resolved at that level, please call the principal or vice principal. Some parents want face-to-face conferences, while others prefer phone conferences; therefore, please inform the teacher of your conference preference.

Parents as Visitors in the Classroom:

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment. Parents check in as a visitor in the office before going to their child's classroom. Any parent not wearing a visitor badge will be sent to the office to pick one up. You must have a valid picture ID at all times to be on campus as a visitor or to pick up your child early. Your ID will be checked every time. Our new check in system will require you to swipe your Driver's license ID every time.



Field Trips:

Field trips must be based on current curriculum and reflect NISD Standards. Teachers may ask parents to chaperone small groups of students, but the teacher is ultimately responsible for all students and should have his/her own group as well. The teacher should keep all of her/his students within eyesight at all times. Volunteers are not allowed to take small groups out of the teacher's sight and direct supervision. Parents may NOT pick up their children from the field trip site. All students must return to school and be dismissed as usual. Parents may not take siblings on field trips if they are serving as a chaperone. A permission slip must be signed by a parent before a child may attend a field trip. If there is no permission slip signed, the child will not attend the field trip. Phone calls home are not to be made on the day of the trip for permission.

Food at School:

Elementary schools are now required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child, but may not send food or purchase food for other students. Students are also prohibited from selling food fundraising items to students during the school day or extended school day. Students are allowed to bring store bought cup cakes on their birthday for a 10 minute celebration at the end of the day. Please be aware that some students may experience food allergies and we ask for your support when sending items such as peanut products for snack.

Medications:

When your child needs to take medication during school hours, it must be given by the school nurse or someone in the office. All medications must be in the original prescription bottle with the child's name and dose clearly marked. We are not allowed to dispense aspirin, Tylenol, or any over-the counter medication without a prescription. Medication needs to be transported to and from the school by the parent.

1. Medications should be brought to the clinic by an adult in a properly labeled prescription container. Under no circumstances are medications permitted to be sent back home with children. This policy has been developed with the safety of children in mind.
2. Long-term medications (those with longer than a two-week duration) will be given with the parent's permission and a physician's order. Long-term forms are available in the clinic.
3. Short-term medications (those with a two-week duration or less) will be given with the parent's written permission.

Food Allergies:

Any student who suffers from food allergies should contact the school nurse (397-2550), the classroom teacher, and the cafeteria manager. The school nurse will consult with the district health services on an individual basis as to the best procedure for that student to follow and a food allergy plan will be put in place.

Asthma:

If your child is diagnosed with asthma, she/he must have an asthma action plan documented at school. Please contact the campus nurse.



School Colors/Mascot/Spirit Day:

Our colors are burgundy and silver; our mascot is the Unicorn. We celebrate "Spirit Day" every Friday at Evers. Children are encouraged to wear their school shirts on this day to show their Evers Pride! A Spirit Recognition will be given to the class with the most student participation every Friday. Spirit shirts and other items will be on sale in the front office.

Classroom Parties:

Elementary schools may have two parties each year. Our parties are scheduled for December 16th (Winter Party) and April 21st (Fiesta Party). Party refreshments are permitted on these occasions. **The delivery of balloons and flowers to students is not permitted.**



Birthdays:

Birthdays are announced daily. For those students with birthdays on weekends, holidays, vacations, etc. the students' names are mentioned before their birthday. If you choose to send treats for the entire class, it should be items such as pencils, stickers, etc. **No balloons or flowers may be delivered to students.** Parents may bring **(store bought)** cupcakes for their child's class. We ask that you bring cupcakes before 1:00 p.m. Please provide the teacher with a 1 day courtesy notice so that they can adjust their instructional day. Birthday recognitions will be held the last 10 minutes of the day.

Invitations:

Teachers or students may not pass out invitations to select children. Either the entire class must receive one or all the boys or all the girls must receive one. This is done for good reason. It is never pleasant to be the one who is uninvited.



General Student Grooming Guidelines:

All clothing must **be modest** and reflect the importance of education.

1. Shorts may be worn to school. In grades 3-5, they should be no more than four inches above the top of the kneecap. This also applies to skirts, dresses, etc. There should not be a cut or slit in the clothing that extends beyond the four-inch limit.
2. Clothes may not be significantly oversized.
3. Tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.
4. All pants are to be worn at the waist (no "sagging" or "bagging"). Tight fitting pants, (e.g., tights, Spandex, bicycle pants) are also not allowed.
5. Cut-offs and intentionally frayed pants are also prohibited.
6. Indecent /inappropriate patches, writings, or drawings on clothing are prohibited.
7. Headwear must not be worn in the building.
- 8. Hair must be neat and clean. *Unconventional colored, multi-colored, spiked, or Mohawk hair-styles are not permitted.***



Please keep in mind that students have recess everyday and go to PE every other day. Rubber soled shoes or tennis shoes are the safest shoes for your student to wear. If students are wearing a skirt or dress on PE days please wear shorts underneath. Please make sure that all tops/shirts extend past the top of your students pants, shorts, or skirt when they lift their arms. Exposed midriffs in PE are not appropriate. Visible body piercing jewelry is prohibited except for traditional jewelry worn in the ear.

Toys/Gadgets/Dangerous Weapons:

Toys may not be brought to school unless the teacher sends home a note. (For example: Show 'n Tell, Special Event, etc.) No one may bring a weapon or items associated with weapons for any reason. Prohibited items include fireworks, toy guns, water guns, pocket knives, toy knives, Boy Scout knives, etc. Students who bring make-believe or real weapons will receive a consequence from an administrator. Please seriously review all of the above with your child.



Pets:

Please do not bring furry pets or other animals to the Evers campus. Dogs are not allowed on our school grounds, this includes the front waiting areas of campus and all interior and exterior surrounding areas. We have numerous students with a wide variety of allergies, including animal fur and dander. Some students may also be scared of pets. We appreciate your support.



Traffic Patterns:

Your patience with traffic is very much appreciated. Our Evers staff will do whatever it takes to dismiss over 850 students safely. Only one lane is opened to drop off students in the morning and to pick up students in the afternoon. The left lane of the drive thru in the front of the school should be left open at all times in case of an emergency.

We thank our Evers drivers who keep our students safe by:

- *Parking in a designated space and walking to pick up students (and not double parking).
- *Refrain from cell phone use while driving.
- *Waiting to pick up students until they are seated so teachers can check them off.
- *Displaying the sign with their child's name/teacher.
- *Being patient.
- *Having doors unlocked.
- *Using the designated crosswalk at all times.
- *Staying in your vehicle in the drop-off/pick-up line.
- * Clearly saying the name of the child they are picking up to staff/safety patrols.
- * Staying in their cars and not leaving them unattended.
- * Dropping off and picking up students at the front of the school from the right lane only.
- *Using the front parent pick up lane and not coming through the bus loop (**this is designated for buses and daycares**).



In addition:

- * Students that walk to school will come up Richland Hills Dr. and enter through the front of the building.
- * School Zone flashing lights will be in operation. Please help keep the streets and driveways safe. Thank you for your cooperation.
- *You must use the crosswalk to pick up your students and students will not be allowed to walk across the street without an adult.

Thank you for your support! Our kids deserve a safe dismissal.

School Bus Service:

School bus service is made available to students who live two or more miles from school or who live where they must walk in hazardous traffic areas. **No children are to cross Military Drive because it is considered a hazardous traffic area.** Therefore, children living in subdivisions across Military Drive will be provided bus transportation. For bus questions ask in our office or call Transportation at 397-0275.

Bike Riders:

Bikes must be parked at the bike racks located next to the playground area. Students should park them, lock them in the racks and immediately go to their prescribed areas. Bike riders must walk their bikes while on the school grounds.

Scooters and Roller Blades:

Students may ride scooters to school but they must walk them on the school grounds. Scooters must be secured and locked just like a bicycle.

Safety Drills:

Periodically, we practice drills for fire, bad weather, and security. If you visit our campus during one of these drills, please follow staff lead and participate appropriately.

Air Quality Alert:

Northside Independents School District has developed a plan to respond to high concentrations of ground-level ozone when reported in the Bexar County Area. There are generally more **Orange Alert Days** (August, April, and May) and rarely **Red Alert Days** (which are most hazardous). Based on the ozone warning level, certain strenuous outdoor activities, such as physical education, recess, or Field Day will be curtailed for some or all students. Please be advised that any outdoor field trip that is scheduled on an **Orange Alert Day** is subject to cancellation.

Safety Patrol:

Our Safety Patrol Team is comprised of fifth grade students. Requirements include excellent citizenship, good work habits, passing grades, reliability. More information at the end of the 2016-2017 will be provided to students and families for next year's safety patrol team.

Learning Tree:

After school child care is available in the school cafeteria through the Learning Tree Program (a program under the NISD Community Education Department). They provide childcare from 2:45 p.m. to 6:30 p.m. and there is a charge for their service. For more information you may contact them at (210)397-2591.

Transportation:

NISD bus transportation is provided for some students at Evers Elementary. If your child will not be riding home on the bus, you must send a note informing the teacher of the mode of transportation. Each time you change modes, **you must inform the teacher in writing**. The students get confused or forget to tell the teacher; therefore, the note must be received. If no note is sent, the child will be sent home on the school bus. **Phone calls to change transportation will only be allowed for emergencies.** Please read the section on NISD transportation in your District Handbook.

Meal Accounts:

Parents may write a check for any amount and it will be credited to your child's account. Parents may also pay by credit card on <https://www.myschoolbucks.com>. Purchases will be deducted each time your child eats in the cafeteria. Students bringing a lunch from home may purchase milk or juice. Feel free to contact our Evers cafeteria manager for more information.

Cheese Sandwich Plan:

The Food Service Department will implement a plan to limit charges at elementary schools to 5 charges per student. At this limit, the student will be given an alternate lunch of a cheese sandwich and milk, which will be charged at a lower price.

**Join Your Child For Lunch:**

You may eat lunch with your child any time. We do not have parent/visitor tables reserved at this time due to our high enrollment. We kindly ask that you sit at the end of the table with your child. Since we view lunch as a social time, expect much chatter. Adult lunches can be bought in the Evers cafeteria. Please enter through the front doors, sign in at the office, and wear a visitor tag. Please go directly to the cafeteria to meet your child. Stopping by the classroom disrupts the routine at a difficult transition time. Teachers will appreciate your cooperation with this request. We have found that it is best to wait until after the first few weeks of school to visit for lunch. This allows us to establish routines with as little disruption as possible. Please bring lunch to your child only. We also ask that you interact with your student only.

School Photographs:

Individual school pictures will be taken in the Fall. Group pictures and individual pictures will be taken during the Spring semester. Dates and information will be sent home prior to picture days.

Electronic Equipment:

Electronic equipment such as tablets, iPods, etc. are to be kept at home. Cell phones must be turned off and kept in backpacks while they are at school. If a cell phone is confiscated it must be picked up by a parent/guardian during regular school hours.

Permission for Photos of Your Child:

At times during the school year, the NISD Communications Department and other local media visit the school and want to take pictures or video of the students for use in publications or news stories. If you do not want your child's photo taken, please check the "no" box on the FERPA form.

Internet Access:

Evers has internet access in the computer labs and the classrooms. Students work on specific assignments and are supervised by their teacher and/or the computer teachers at all times. Northside ISD uses a filter, so students may not access inappropriate sites. A consent form was sent home with your child in the first day packet.

Student-Parent Handbook:

Please take time to read the District Handbook and discuss it with your child.

Homework:

Children will receive homework assignments. Parents are asked to help their child by providing the time, place, cooperation, and encouragement needed to complete assignments.

Discipline:

One of the most important requirements of a good learning environment is appropriate behavior of each student. The Evers staff believes each child has the right to learn in an environment that is free from disruptions and/or the threat of harm from other students.

Every student will have a Pride Folder that will serve as a communication tool between the school and the home. Student behavior is documented and sent home daily. The emphasis of the Pride Folder is a POSITIVE one, with frequent rewards and/or privileges for students who display satisfactory behavior.

Pride Folders focus on the following:

Cooperation, Leadership, Respect, and Responsibility

Students will learn that if they choose to break a rule, generally the following system will apply:

1st-Warning

2nd-Folder mark

3rd-Discipline ticket and parent phone call

4th-Student Offense Report (SOR) to the office

Continuation of an inappropriate behavior that is disruptive to other student's learning, and/or threatens the well-being of other people, will necessitate the student being removed from the classroom for a visit to the office.

In-School-Suspension (I.S.S.) or suspended from the school until either the student is ready to follow school rules or other consequences are determined. While on the school grounds, fighting is unacceptable regardless of who "**started it**" and all participants will be subject to removal from the classroom and placed in I.S.S. or suspended from school overnight or for a period of one to three days. The student who feels threatened should immediately get adult help rather than become involved in a fight on school grounds. Our major emphasis of discipline is to ensure the safety of each and every student.



6 Pillars of Character and Class Meetings:

Each class will be learning about the 6 Pillars of Character throughout the year. Teachers and staff will recognize students for using the pillars. Leadership will continue to be an important topic that will be discussed with students throughout the school year. Class meetings will also be utilized in classrooms as a tool for students to express how they want to be treated by others, how they will treat others, and how they will handle conflict.

Awards and Incentives:

Awards will be presented to students at the end of each nine week grading period. Some of the categories will include Honor Roll, Attendance, Citizenship and more. Students may also earn rewards such as free meal certificates, bowling passes, spirit sticks, pens, pencils, etc. Awards assemblies will be held at the end of the 4th nine weeks.

School Advisory Team:

The School Advisory Team (S.A.T.) is a committee of parents, staff, and community members who serve to improve the educational outcomes at every school campus through a collaborative effort. The S.A.T. collaborates with the principal to formulate campus performance objectives and review progress toward their attainment. The Evers S.A.T. consists of the principal, vice principal, staff members, parents (one is the PTA president or his/her representative), and community representatives. Meetings are scheduled periodically throughout the school year.

School website

Our school website is <http://www.nisd.net/evers/>. Feel free to visit it frequently for campus information.

Visitor Name Tags/Safety:

We always want you to feel welcome to visit the school; however, for the safety of all, you must sign in at the office during the instructional day (7:45 a.m.-2:55 p.m.). All visitors must sign in at the office and get a name tag. We have an automated system that requires a driver's license. The Raptor secure check in system is just part of our campus plan to ensure student safety. We also rely on you to be the eyes and ears in our community.

If at any time you have information regarding real or perceived threat to students' safety, please contact the District's 24 hour anonymous tip line: 397-SAFE, Northside Police will follow all leads. Thank you for our continued partnership in assuring our school is a safe and vibrant learning community. In case you forget, you may be stopped by any staff member who will remind you to get a name tag. Please remember to sign out when leaving.

Inclement Weather Plan:

We will not take students outside during inclement weather. Parents will be notified of the change in dismissal via School Messenger. Parents will be asked to come into the building, where students will be released from their grade-level hallway. Adults picking up children should have their ID ready to show teachers. Siblings will be released at the time of the youngest child. Children will be supervised at all times and we will stay late in order to ensure the safety of our kids. As always, if your child's normal way of getting home changes on these days, please call the office before 2:15 p.m.

Thank you for being our partner in your child's education!