

Krueger Elementary

Parent-Student Handbook

2018-2019



9900 Wildhorse Parkway

San Antonio, TX 78254

Phone: 210-397-3850 Fax: 210-257-1130

Dear Parents,

Welcome to Dean H. Krueger Elementary...home of the Cavaliers! This campus handbook is a supplement to the NISD Student-Parent Handbook. This handbook is written to address campus-specific procedures and contains valuable information about your child's school. Please take time to read through this information and mark your calendar with all of the events.

As the 2018-2019 school year begins, please know that every member of the Krueger staff is dedicated to making this a happy and productive year for your child. With your support and interest in your child's education, we will work together to build a winning team.

Sincerely,

LaNeil Belko
Principal

Kirsten Velasquez
Vice Principal

Unity

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher – the tools he used
Were books, music, and art.
The other, a parent, worked with a guiding hand,
And a gentle, loving heart.

Day after day, the teacher toiled with touch
That was careful, deft, and sure.
While the parent labored by his side
And polished and smoothed it o'er.

And when at last their task was done,
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.

And each agreed they would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, the home.

Author Unknown

Krueger Information

School Day: 7:45 – 2:55 p.m.

- Children are officially tardy at 7:45 a.m.
- School Office is open from 7:15 a.m. – 3:45 p.m., M-F

Alternate Dismissal: As a way of ensuring student safety, there may be occasions (severe weather, etc.) in which our students' dismissal is different from the normal procedure. Students will not be brought to the front of the school as usual for parent pick-up. They will remain in the classroom with the teacher. Parents will be able to go to their child's classroom and check-out their child(ren) from the teacher. Bus riders will ride their bus as normal. Walkers will be kept inside the building until the inclement weather, etc. passes and conditions are deemed safe to dismiss.

Appointments: We are asking parents who are planning to take students out for medical appointments, etc., during the school day to send a note to the classroom teacher stating the time the student will be picked up. The child will be called to the office upon your arrival. Children will not be released to parents at the classroom. **If a student misses instruction due to early pick-up, it will be considered a partial day absence.**

Arrival (morning) Procedures: For the safety of our students we have one point of entry at Krueger. Everyone enters and exits the building through the front doors. The back doors, by the bus loop, are for staff members only.

To expedite the morning process, there are two lanes open in the front driveway for student drop off. Cars in the left hand lane must drop their child off on the left side of the car. Please have your child seated in the back seat behind the driver. Cars in the right hand lane must drop off their child on the right side of the car. Please have your child seated in the back seat behind the passenger side or in the front passenger seat. Patrols will be stationed on both sides of the driveway to help assist students out of the car. **PLEASE DROP YOUR CHILD OFF AT THE CURB, AND DO NOT LET THEM EXIT ON THE STREET AS IT IS VERY DANGEROUS.**

Children are asked to arrive no earlier than 7:00 a.m.

Once in the building, students should go immediately to the cafeteria to eat breakfast or to their designated area for their grade level. Morning Pre-K reports to the cafeteria, Kinder and 4th grades report to the gym, while 1st, 2nd, 3rd and 5th report to their assigned hallways.

Attendance: If your child is absent, please call the school before 8:30 a.m. We ask that you do this for your child's safety. We will ask you the reason for the absence. Absences are either excused or un-excused. Excused absences are illness, religious holiday or death in the immediate family. Vacations are considered to be unexcused. When your child is absent, **please send a note to the teacher upon his/her return with the reason and date for the absence.** The attendance secretary keeps a record of all absences on file. A student's parent will be notified in writing if the student has been absent without excuse on three days or parts of days within a four-week period.

The notice will request a conference between school officials and the parent to discuss the absences.

*Students coming in tardy between 7:45-8:00 will be given a green tardy slip as they come into the foyer. Students will take this slip to the classroom teacher so they can mark them tardy. After 8:00am, students who are tardy must be accompanied by a parent to the office for a tardy slip. **Please do not send your child in after 8:00 without an adult.**

When requesting homework for students who are ill, please call before 8:30 a.m. on the second day of absence. This will give the teacher time during the day to collect materials and permit parents to receive the materials at the end of the school day. Please do not request homework unless the student will be out more than one day.

Balloons/Flowers –The delivery of balloons and/or flowers to students in the classroom is prohibited. Students will be allowed to view the items in the office and take them home at dismissal.



Birthdays/Food at School: Elementary schools are 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. This limitation also prohibits students from selling food fund-raising items to other students during the school day or extended school day. These guidelines apply to field trips as well as activities provided during the extended school day, with two exceptions: school parties and a third special day as designated by the campus principal. Krueger will have three class parties- Winter, Fiesta and End of Year.

Parents are encouraged to recognize their child's birthday with non-food items, such as pencils, erasers, stickers, etc. Parents may send **cupcakes only** (no cakes, etc.) for their child's classroom to recognize their child's birthday. **Due to the possibility of student food allergies, other food items are not allowed for birthdays.** Please contact the classroom teacher if you do not want your child to eat cupcakes from classmates. Cupcakes may not be eaten in the cafeteria and should be passed out to the children at the end of the school day so as to limit disruption to instructional time. **ALL CUPCAKES SHOULD BE DELIVERED TO THE OFFICE AND THE TEACHER WILL COME TO THE OFFICE TO GET THEM.** Parents **will not be allowed to take the cupcakes to the classroom.**

Breakfast: Breakfast begins at 7:00 a.m. and ends at 7:40 a.m. Breakfast for students is \$ 1.00 while adults cost \$ 2.10.

Change of Way Home: Please make sure your child's teacher knows whether your child is riding a school bus, day care van, or is being picked up by a parent or alternate adult at the end of the day. If you need to change your child's normal routine, please send a note to your child's teacher or call the office no later than 2:00. This is to insure that the message reaches the teacher in time for dismissal.

Discipline: One of the most important requirements of a good learning environment is appropriate behavior of each student. We believe each child has the right to learn in an environment that is free from disruptions and/or the threat of harm from other students. Positive discipline is our theme here at Krueger.

Every Krueger student will have a Pride Folder. This folder serves as a communication tool between the school and the home. Student behavior is documented and sent home weekly for a parent to sign. It is important that this folder be signed and returned to school promptly. 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 eight rules found on the Northside report cards:

1. *Completes work in a reasonable time frame*
2. *Stays on task*
3. *Works well with others*
4. *Treats others with respect*
5. *Listens to and follows directions*
6. *Accepts and fulfills responsibilities*
7. *Follows school and classroom rules*
8. *Demonstrates appropriate grade-level behavior*



We expect all students to follow these rules. During the first few days of school, each rule will be reviewed for full understanding. Students will learn that if they choose to break a rule, generally the following system will apply:

1. *Warning/Reminders*
2. *Loss of Privilege (folder mark)*
3. *Parent Contact*
4. *Office referral*

Please read the **2018-2019 Northside Student-Parent Handbook** carefully and become acquainted with the District policies regarding student behavior, student dress code, attendance, and other district policies. “Serious first offenses” and “other serious offenses” (fighting, use of profanity, possession of weapons or harmful substances, insubordination, and assault or threat of assault) have district-defined consequences, which include the student being removed from the school property on the first occurrence if deemed appropriate by school administrators. Please review these guidelines with your child; it is important that our students understand them. ***The Student-Parent Handbook can be located at: www.nisd.net*** .

Dismissal: Parent pick up in the afternoon will be in the front of the school for grades 1-5, Kinder students will be picked up in assigned hallways. Students will have staggered dismissal times beginning with Kdg. at 2:45, 4th and 5th will dismiss next at approx.. 2:50, followed by 1st, 2nd and 3rd at 2:55. It takes time to escort every group to their designated locations. Therefore, if you have a child in the last group to dismiss you may want to consider arriving closer to 2:55 to avoid having to sit and wait. This will also help keep traffic moving at a steady pace. In order to expedite dismissal, **we ask that you remain in your car and allow the staff and patrols to help get your child to the car. Please pull forward to the farthest patrol so we can get as many cars as possible in the pick-up line.** If you have a student in more than one grade, please know that you may have to wait for the other child(ren). If you are waiting to walk with your child, please wait until the teacher has the entire class seated. You can wait out on the grassy areas or under the flag pole until you see your child’s class exits the building. Classes will have assigned

seating under the covered area and along the sidewalk against the building to wait for their rides. PLEASE DO NOT TAKE CHILDREN FROM THE LINE AS THEY EXIT THE BUILDING. Teachers will escort their class to the designated seating area and check off each student as their parent arrives.

In addition, we ask that you keep conversations with teachers to a minimum so they can focus on the dismissal of their students. The teacher will be happy to set up a conference with you at a more convenient time.

Walkers will be dismissed in groups after all teachers have dropped their students off in the designated areas. This will allow siblings and neighbors to have a meeting place so that they can walk home together. Staff members will escort the walkers to three different areas around the school. One group will be escorted across the driveway next to the daycare, another group will be escorted to the crosswalk where the crossing guard stands, and the third group will be escorted to the far entrance by the front driveway. Staff members will help any student who needs to cross the street. Parents can then meet their child at a predetermined location to continue the walk home if they so choose.

Note: All traffic exiting the front driveway must turn right onto Wildhorse Parkway.

Free/Reduced Lunch Forms: Forms were sent home in each student's first day packet. Parents must apply every year. If you apply for this, please fill out the form carefully and completely to avoid delay. Should you qualify for free or reduced lunch, that status does not begin the day you turn in the forms. The status starts the day our cafeteria receives notice from the Food Service department.

General Student Grooming Guidelines: Students may wear shorts that are mid-thigh, all types of skirts, or culottes that are at the mid-thigh; they may not wear cutoffs, exercise/bike shorts or tights. Skirts must be long enough to cover the major part of the thigh when seated. Girls may wear shorts under their dresses or skirts for PE classes; the skirt portion must be longer than the shorts. Muscle shirts, backless blouses, spaghetti straps, halter-tops, sundresses, see through garments, cut-off tee shirts, or midriffs may not be worn. Please encourage your child to refrain from wearing clothing, jewelry, accessories, etc., that may become disruptive to the learning environment.



All clothing must be modest and reflect the importance of education. Clothes may not be significantly oversized. "Sagging" and "bagging" is prohibited. All pant items are to be worn at the waist. Headwear (hats, caps, and bandanas) may not be worn in the building. Clothing cannot have written derogatory statements that put down self or others. Beer, tobacco, drug, or any slogans promoting violence may not be worn. Steel toed boots/shoes, or clothing associated with gang membership is not permissible. A type of athletic shoe is strongly recommended for PE classes. Roller-skate shoes are not allowed at school.


Please refer to the 2018-19 NISD Student-Parent Handbook, for further information.

Home Access Center (Replaces Parent Connection): HAC allows parents access to students' grades and attendance. When the school year begins, access to HAC will be found on the Parent connection webpage. Classroom teachers update student grades at least once a week.

Insurance: School accident insurance forms will be sent home. You must send back the insurance form whether you want the insurance or not. Please mark YES or NO and return it with the other items requested for return. A company representative will pick up the envelopes from the office.

Legal Documents: By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children **UNLESS** a parent has a court order that indicates which parent has custody of the child/children. Sometimes, the court order will also state certain conditions regarding the child/children that the school should be aware of so that the school can follow these conditions. The school **MUST HAVE A CURRENT COPY OF THE COURT ORDER ON FILE**. Otherwise, either parent may check the child out of school with proper identification.

Lost and Found: Clothing articles and lunch boxes are kept in the gym. Small articles such as glasses and jewelry are kept in the office until claimed. Children should make an inquiry concerning items as soon as possible after they are lost. Please do not allow your child to bring expensive articles to school. Coats, caps, sweaters, lunch boxes etc. should be marked with the child's name to facilitate their return to owners in case they are lost.

Lunch: Lunch times vary according to grade levels. Lunches begin at approximately 10:30 a.m. and end at approximately 12:30 p.m. The school will send home a yearly menu in August. This menu can also be downloaded from the district website. Student lunches cost \$2.10 while adult lunches cost \$3.70. Parents are welcome to join their child for lunch. Please check in at the front office and wear a *Visitor Badge* before going to the cafeteria. Parents are asked to sit at the Visitor's table with their child as there  isn't enough room at the class table. A form will be sent home in August for you to list the people allowed to visit your child during lunch.

Medical Release and Emergency Information: It is required that we have current emergency information on every student. It is very important that you notify the school, in writing, when you have a change of address or telephone (home or business) or if there is a change in the name or telephone number of the person to be contacted if you are not available.

Medication: Antibiotics and other short-term medications may be administered by appropriate school personnel at school upon written request from a parent or guardian. Medications must be brought to school in the original prescription labeled bottle and are good for two weeks only. Long-term medications may be given only if a special medication form is completed by the attending physician and the medication brought in a properly labeled prescription bottle. The special medication form must be filled out each school year.

All medication must be taken to the school clinic and will be dispensed from the clinic. (Please call the school nurse at 397-3859 for specific details). No over-the-counter medications are allowed at school.





Parent- Teacher Communication and Conferences:

Good communication between home and school is the key to a successful year. Staff members can be reached by email or phone calls. Staff members check their email and voicemail before and after school and during conference periods when possible. Teachers are NOT allowed to respond to emails or phone calls during instructional time. Our goal is to respond to all communication within 24 hours.

All parents are requested to attend a conference by the end of the first grading period.

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, this initial conference must be pre-scheduled. Conferences should be face-to-face when discipline or behavior problems are persistent or of a serious nature. 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, feel free to call an administrator.

Perfect Attendance: We expect every student to be at school daily, and we strive for 100% school-wide attendance. Perfect attendance will be awarded to students at the end of each 9 week grading period that have not exceeded one tardy or one partial day absence during the 9 week period that is not categorized as a documented appointment with a health care professional.

At the end of the year, perfect attendance may be awarded to students who have not been absent. In order to receive perfect attendance awards at the end of the year, students may not have more that 4 tardies or 4 partial day absences during the year that are not categorized as a documented appointment with a health care professional.



Pets: Absolutely **NO PETS** are allowed on the school grounds. Many students have fears and/or allergies to pets. Please follow this rule for the safety and protection of all students, parents and staff.

PTA: This year at Krueger we are striving to reach a goal of 100% faculty and parent enrollment! Please fill out the appropriate information, send in your dues and join in the enthusiasm, participation and team spirit PTA brings to our campus.


REMIND: This is a communication tool that allows staff to send texts and emails out to parents. See August newsletter for more details.

School Advisory Team: The School Advisory Team (S.A.T.) is a process to improve the educational outcomes at every school campus through a collaborative effort. The S.A.T. committee collaborates with the principal in formulating campus performance objectives and reviewing progress toward their attainment. The Krueger S.A.T. will consist of the Principal,

Vice Principal, PTA president, one community person, one business person, and several teachers and parents.

The meetings, depending on the agenda, can last one to two hours. The day and time can be arranged according to the needs of the committee members. Additional meetings may be called based on campus needs. All meeting dates will be posted on the bulletin board in the foyer.

If you are interested in serving on the S.A.T. please fill out the application located in your child's "first day" packet and return it by the designated date on the application. A public lottery will be held on campus to select parent members needed to complete this year's team. Parents other than the PTA president serve a two-year term.


School Bus Service:  School bus service is made available to students who live two miles or more from school or who live where they must walk in hazardous traffic areas. Ask in our office or call the Northside Transportation Office at 397-0900. Additional information can also be found at www.nisd.net and clicking on Boundaries and Buses.

School Messenger: NISD has an automated phone system. From time to time, you will receive a phone call from school regarding school-wide events, etc.

STAR Time: STAR is an acronym for Students/Teachers Achieving Results. STAR is an additional 90 minute block of time set aside each week for students to read at their own personal reading level, as well as, receive small group interventions and tutorials. STAR time is Tuesday-Thursday from 8:00-8:30 beginning in September for 1st – 5th grades. The entire staff (including administrators) is included in STAR time. Please remember that no staff member will be available for a conference at this time on these three days each week.

Student-Parent Handbook: The Northside Parent-Student Handbook can be located online at www.nisd.net. Contact the school if you need a hard copy. Please take time to read the District Handbook and discuss it with your child. Please return the acknowledgment form in your child's First Day Packet. We are required to keep this page in your child's permanent record folder. Please also review the Northside ISD Administrative Regulation for Acceptable Use. Students are given access to computers, applications, databases, online resources and other technology resources for educational purposes. Your child will have access to the District's electronic communications system if you sign & return the form found in the first week packet.

Supplies: Supply lists are available in the office and all items can be purchased at neighborhood stores.

Telephone Use:  Students will be allowed to use the school and/or classroom telephone for emergencies only. Leaving homework at home is not considered an emergency. **As per district policy, cell phones are to be turned off and kept out of sight during school hours.**

Toys & Other Gadgets: Toys may not be brought to school unless the teacher sends home a note (For example: show and tell, special events, Game Day, etc.). This includes electronic devices such as ipods, MP3 players, Gameboys, etc..

Please note that the school is not responsible for lost or damaged items.

Traffic Patterns: School buses & daycare vans are the only vehicles allowed in the bus loop. The parking lot located behind the school is for staff only. The parking lot in the front of the building is for parents and visitors. Student pick-up/drop-off will occur in the front of the school via the front driveway. The front driveway is divided into two lanes: one for student drop off/pick up and one that leads to the front parking lot for families wishing to park and enter the school.

Students that are dropped off in the mornings will enter the building through the front entrance. Afternoon pick-up will also take place in the front of the school.

In order to keep all children safe, we ask that no children be allowed to walk across any street or parking lot without an adult escort. **Also, be aware that cars parked on the red curbs need to have a licensed driver behind the wheel at all times.** City laws require this and drivers found in violation of this policy can be issued a ticket. This rule is designed to allow the quick removal of vehicles in case an emergency vehicle (ambulance, fire truck) is needed to help assist in a crisis.

Please observe the school speed limit signs along Wildhorse Parkway as well as **No Parking** areas. Also be prepared to stop for our safety patrols' stop signs at crosswalks as well as the parking lot. Please help us keep our streets and walkways safe by crossing at the crosswalks only. For the safety of our students, parents, and community members, do not use your cell phone while driving through the school zone. **Jaywalking is against the law and tickets may be issued by the Sheriff Department or the NISD police.**

Students riding skateboards, scooters or bikes to school should get off their skateboard, scooter or bike and walk when they are on school property. Failure to do so will result in a warning. After one warning, the student will not be allowed to bring the item to school for a period of time. If there is a situation after that, they will not be allowed to bring the item to school for the rest of the school year. Hoverboards are **NOT** allowed on campus.

Visitors: We do ask that all visitors check in and pick up a visitor's badge from the school office before going to any classroom, cafeteria, or gymnasium. All visitors should be prepared to show a valid driver's license when signing in for a visit. For the safety of your children, all driver's licenses will be scanned through our RAPTOR system. Any adult not wearing a visitor's tag will be stopped by staff members and asked to check in at the office.

Volunteers/Mentors: All adults wishing to volunteer or mentor must clear a criminal background check through the district. Access to the volunteer application can be found at <http://www.nisd.net/schools/volunteer/?site=volunteer>