

Bob Lewis Elementary Parent Information

1000 Seascape Drive San Antonio, TX 78251

210-397-2650

Principal - Angela Fry

Vice Principal - Lisa Gallego

School Day Hours: 7:40 - 2:55

To avoid tardiness, all students need to be with their classes by 7:45.

All absences, including tardies and early outs, require a written note upon campus return.

Arrivals

Morning Supervision: 6:45 - 7:40.

For safety, no students should arrive before 6:45.

First Bell is at 7:40. Please make sure your child arrives to their class by 7:40. At 7:45 they are counted tardy.

Front Loop Drop Off: 6:45 - 7:40 / Back Loop Drop Off: 7:15 - 7:40

Dismissal

Any changes to dismissal need to be communicated to the office by 2:15 each day.

Pick Up Locations:

 Kinder playground at classroom back doors - PreK, ECC, and kinder students

 Front Loop - 1st - 3rd Graders and 4th and 5th Graders with siblings

 Back Loop - 4th and 5th Graders with NO Siblings or siblings who are also in 4th and 5th grade bus and daycare students

Car drivers will display a colored dismissal card on the windshield for easy student identification.

All walkers and bike riders will be escorted off the campus.

Students must be picked up no later than 3:15.

School Wide Rules and Procedures

We Respect Ourselves- We Respect Others- We Respect Property- We Respect Safety Rules

Please see the Teacher Classroom Information provided at orientation.

Lewis follows the NISD Code of Conduct, including Dress Code, found in the NISD Handbook.

<https://nisd.net/schools/handbooks>

Office visitation may occur based on severity or frequency of a behavior offense.

For safety, no toys, weapons, or animals may be brought to the school campus.

Safety

Fire Drills, Lockdown Drills, and Weather Drills are conducted, with or without announcement, periodically. In the event of a real situation, you will be notified via office/ administrative communication.

Any parent or visitor must check in with a current picture ID at all times.

Medical

Make sure all Emergency Card information is current at all times. Nurse Morrison can be reached at 210-397-2659 or ashley.morrison@nisd.net.

Birthdays

Cupcakes, cookies, brownies, or doughnuts are optional. They will be passed out at the end of the day.

They must be dropped off in the Lewis office no later than 2:00 p.m. Cakes, drinks, and other party items are not permitted.

Cafeteria

Parents must check in the front office prior to eating with their student on the stage. Parents must sign out immediately after the assigned lunch period. Parents may only eat with their own child.

Home Access Center (HAC)/ Myschoolbucks.com

HAC is a helpful technology tool allows a parent to check grades and attendance. MySchoolBucks.com allows parents to check lunch accounts. Please call the school office if assistance is needed.

General Office Information

Teacher conferences or class visits must be prearranged with a teacher.

Office notification must occur to discuss moves, address changes, or phone number changes.

Announcements or Safety Alerts are provided by School Messenger System and Remind Texts.

Other events and school news will be available via newsletters, Facebook, and Twitter