



We Are the Knights, Conquering New Heights!

**Judge Andy Mireles Elementary School
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NORTHSIDE INDEPENDENT SCHOOL DISTRICT

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Dear Parents,

Welcome to Judge Andy Mireles Elementary...home of the Knights! This campus handbook is a supplement to the NISD Student-Parent Handbook. It is written to address campus-specific procedures and contains valuable information about your child's school. Please take the time to read through this information and mark your calendars with all of the important events.

As the 2017-2018 school year begins, please know that every member of the Mireles 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,

Norma Farrell, Principal

Migdalia Powers, Vice Principal



School Namesake: Judge Andy Mireles: Judge Andy Mireles was a tireless advocate for children and champion of juvenile justice, who passed away in December 2009.

Judge Mireles created Bexar County's juvenile justice system and was the driving force behind the development of the county's child abuse and neglect court. Mireles served the 73rd District Court for more than 20 years, where he was widely respected for his high ethical standards.

Mireles Knights: **K-** Keeping a positive attitude
N- Nurturing our minds
I- Influencing the good in others
G- Growing in knowledge
H- Having high expectations
T- Thriving through teamwork
S- Shining with honor and success

School Day: 7:45-2:55

- Children are officially tardy at 7:45 a.m.
- School office is open from 7:00 a.m.-3:45 p.m., M-F

Educational Programs: All students participate in the following programs:

- *Music and Art Classes
- *Physical Education Classes
- *Computer Literacy
- *Integrated Library Services
- *Guidance Classes taught by a Certified Counselor

Other Programs Available: Gifted and Talented, Speech/Language Development, Individual and Small Group Counseling, and Special Education.

P.T.A: Please join our PTA. We are working on building an active PTA, and you are invited and encouraged to participate in many ways. The first 2017-2018 PTA meeting and back-to-school dance is scheduled for September 14th at 6:00pm. We hope to see you there!

Orientation Night: Our Parent Orientations were held the week before school. If you were unable to attend, all grade level PowerPoint presentations may be found on our grade level websites. If you would like a paper copy, please ask your child's teacher for one.

Communication from School: In an attempt to save money on postage and printing, Mireles 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 newsletters.

Parent-Teacher Conferences: Parent-Teacher Conferences are encouraged throughout the school year as questions or concerns arise. All parents will be invited to a conference during the first semester. Some parents want face-to-face conferences, while others prefer phone conferences; therefore, please inform the teacher of your conference preference. Also, 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, an administrator may be contacted. **A parent or teacher may request conferences any time during the school year, however, these conferences must be pre-scheduled. The teacher is not able to stop instruction when a parent happens to stop by unexpectedly.** When grade level team 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 the time. Conferences must be face to face when discipline or behavior problems are persistent or of a serious nature.

Parent Connection: NISD's Parent Connection 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. Here's how to sign up:

1. Go to www.nisd.net/parentconnection
2. Follow screen instructions to create an account for each user.
3. Add students after accounts are created by clicking Add Students link.
4. You will need your child's student ID number which can be obtained from the school office. The password (PIN) is the first four letters of the student's last name followed by the last four numbers of their social security number.

Parents as Visitors in the Classroom: As noted in the District Handbook, parents are encouraged to visit their child's school any time. 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.

School Colors and Mascot: Our colors are black, red, and white; our mascot is the Knight. We celebrate "Spirit Day" each Friday. Remember to wear your Mireles shirt on Fridays. Spirit shirts are sold on Fridays in the office.

Room Assignments: Some changes in initial placement may be necessary during the first few days of school. Many students have enrolled and we will find that some have moved without notifying us. Our enrollment numbers are unstable the first few days of school. Once we are more certain of our actual enrollment, class numbers may need to be adjusted. Should your child need to be changed to a different class, you will be promptly notified.

Attendance: 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. We must keep accurate data on all absences; therefore, **you must send a written explanation of each absence to your child's teacher within 3 days of the absence.** This note must include the date of absence(s) and the specific reason for the absence(s). *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. A child must also be in school for a total of six (6) hours for the day to be counted and 90 percent of days in the school year in order to be promoted.

(See the **Northside Student/Parent Handbook** for details about Religious Holy Days.)

School Starting Time: Children must be present for instruction by 7:45 a.m. Students are officially marked tardy at 7:45 a.m. When tardy, the child will need to obtain a tardy slip in the office. We begin school with a "Moment of Silence" each day at 7:45 a.m.

Arrivals: Students may enter the school building at 7:00 a.m. when supervision begins. Please encourage your child to independently walk to the cafeteria, hallway, or gym and find their class. Safety Patrols and staff members are stationed throughout the building at 7:15 each morning to assist. We will have extra staff available the first few days of school to help direct students and parents.

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.

Departures: If you pick up your child from school, please do so in the parking area closest to the office, never in the back bus parking lot. Day Care vans also pick up in the bus loop of the school. Students riding home on NISD buses will exit from the area closest to the gym. If you arrive before 2:55, please wait in the front foyer or outside. Please do not walk 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.

Adults and safety patrols will supervise the opening of car doors for safe dismissal. Please remember to turn off cell phones during drive-thru. Our kids deserve your undivided attention. The safety and well-being of our children is our top priority. We will do whatever it takes to ensure the safe drop-off and pick-up of our over 900 students. Thanks to our Mireles drivers who keep our children safe by:



- *Refraining from cell phone use in our parking lot
- *Displaying the sign with their child's name/teacher
- *Being patient
- *Having doors unlocked
- *Using the designated crosswalk
- *Staying in your vehicle in the drop-off/pick-up line

Please know we will always err on the side of safety when it comes to our children. Thank you again for your cooperation.

***Please note that Pre-K and Kinder students are dismissed at 2:50 p.m.

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. Mireles staff members will not change a child's way home without written notification. Should a late emergency occur, parents must call the office no later than 2:15 p.m. to notify us of a change.

Early Pickups: If you must pick up your child before official dismissal, you must sign out your child in the office. Please send a note to the teacher if possible. Students will be called to the office once the parent arrives to sign out the child. 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. Unless there is an emergency, early-outs will not be permitted after 2:15pm.



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.

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 fourth and fifth grade students. Each fall, any fourth or fifth grade student who meets the requirements may join Safety Patrol. Requirements include excellent citizenship, good work habits, passing grades, reliability.





Transportation: NISD bus transportation is provided for some students at Mireles 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: Student lunches cost \$2.10. 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 www.mylunchmoney.com. Purchases will be deducted each time your child eats in the cafeteria. Students bringing a lunch from home may purchase milk or juice. Desserts can be purchased for \$.30 to \$.75. Breakfast is \$1.00. Unused money on the account will be refunded at the end of the year.



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 \$.60 instead of \$2.10 for a full tray.

Join Your Child For Lunch: You may eat lunch with your child any time. Certain tables are reserved and are to be used when parents eat with their child. Only students whose parents are present during lunch may eat at the parent/student tables. Since we view lunch as a social time, expect much chatter! Adult lunches are \$3.50. 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.

Free/Reduced Lunch Forms: Forms are mailed to everyone who registers by early August. Those who register late or did not receive a mailing may pick up a form in the school office or request that your child bring one home to you. If you apply for this, please fill out the form carefully and completely so that there will be no delay.

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 by the end of the week. The envelopes will be picked up from the office by a company representative.

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.

Pets at School: Please do not bring pets or other animals to the Mireles campus unless you have written permission from your child's classroom teacher. We have numerous children with a wide variety of allergies, including animal fur and dander. Also, we want to keep our kids safe from possible bites and scratches.



Student Agendas/Planners: Students in grades 3-5 must purchase a student agenda at the school. Cost is \$5.00.

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.



Birthdays: Birthdays are announced daily. For those students with birthday on weekends, holidays, vacations, etc., the students' names are mentioned before their birthday. For example, birthdays for Saturdays and Sundays are announced Friday. Summer birthdays are announced in May. Birthday recognitions may be held in the classroom the last 15 minutes of the school day. **Parents may ONLY bring in store-bought items for their child's class.**

Student Recognitions: Mireles ES has outstanding children who excel in all areas. We would like to recognize our children's extracurricular accomplishments during our morning announcements. If you would like your child recognized, simply write 3-4 sentences stating their off campus accomplishment and drop it off with a secretary in the front office.

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. Our staff will implement the "Kelso's Choices" program which focuses on teaching students decision-making skills in discipline and concepts of socially acceptable behavior. It empowers students to become responsible for their conduct and the consequences that are the result of their choices.

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 five school wide rules:

1. *Be cooperative and courteous to all.*
2. *Walk quietly and orderly on the campus.*
3. *Be responsible for myself – allow others to do their best.*
4. *Respect the rights and property of school and others.*
5. *Be respectful of adult authority.*



We expect all students to follow these rules. Citizenship grades will be given according to the following:

0-1 Folder marks	<i>Excellent</i>
2-3 Folder marks	<i>Satisfactory</i>
4-8 Folder marks	<i>Needs Improvement</i>
9+ Folder marks	<i>Unsatisfactory</i>

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 school (3rd-5th grade students only) until either the student is ready to follow school rules or other consequences are determined.

While on 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 (3rd-5th grade only) 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. We also want to ensure safety and comfort to both students and parents. We take our responsibility of teaching your child and of providing a happy, safe learning environment very seriously.

Classroom Parties: Elementary schools may have two parties each year. Our parties are scheduled for December 20th and April 26th. Party refreshments are permitted on these occasions.

*The delivery of balloons and flowers to students is not permitted.



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 as per NISD policy.

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. 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. However, your child's teacher will inform parents if there is a student in the classroom with food allergies. Students are also prohibited from selling food fundraising items to students during the school day or extended school day. Students are allowed to bring cupcakes on their birthday for celebration at the end of the day.

Invitations: Teachers or students may not pass out invitations to select children. 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. Your cooperation is appreciated.

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. 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.

Volunteers: Mireles staff members know 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. For the sake of children's safety, all volunteers must submit and pass a volunteer background check before they are able to assist staff with any students. This includes tutoring, mentoring, small group work, and field trips. This background check can be located at www.nisd.net and takes only a few minutes to complete. Mireles administrators check the list weekly and you may call the school to verify whether or not you have cleared the check. Thanks for your help!

Toys/Gadgets/Dangerous Weapons: Toys may not be brought to school unless the teacher sends home a note. (For example: Show and 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 be automatically suspended from school for a minimum of three days. Please seriously review all of the above with your child.

Student Grooming: The dress code is standardized throughout the district: elementary students may wear walking shorts (not rolled up), all types of skirts, or culottes that are at the mid-thigh; they may not wear cutoffs or exercise/bike shorts. Shorts, skorts, skirts and dresses must be no more than four inches above the kneecap. All clothing must be modest and reflect the importance of education. Torn or baggy clothing cannot be worn; nor can hats, steel-toed boots/shoes, or clothing associated with gang membership. Clothing cannot have written derogatory statements that put down self or others. Clothing with vulgar language, beer, drug, or any slogans promoting violence are not acceptable. Girls may wear shorts under their dresses or skirts for PE classes; the skirt portion must be longer than the shorts. A type of athletic shoe is strongly recommended for PE classes and recess. Hair must be neat and clean. Unconventional colored, multi-colored or spiked hair is not permitted. Visible body piercing jewelry is prohibited except for traditional jewelry worn in the ear.

Pencils and Sticker Machines: A pencil machine is in the front hallway near the office. Pencils cost 25 cents. The machine will only accept quarters. These pencils and stickers are novelty types: sports, holiday, metallic, etc. There will be one sticker machine in the front hallway. Stickers cost 50 cents. The sticker machine takes quarters 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.



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.**

Cell Phones/Mobile Devices: Cell phones are to be turned off and kept in students’ backpacks while at school. Upon violation of this policy, cell phones will be confiscated by staff and held by administration. They may be picked up only by parents at the school office during regular school hours. All other mobile devices such as iPads and electronic tablets are not allowed at school.

Internet Access: Mireles Elementary 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. You are welcome to come visit the labs and watch your child learn using this special technology. A consent form will be sent home with your child.

Lost and Found: If your child is missing a sweater, jacket, coat, lunch box, etc., please come and retrieve that article. Leftover clothing will be contributed to a local charity. Please label all of your child’s clothing with first and last names.

Parent-Student Handbook: Please read the District Handbook. Discuss the pages with your child. Return the final page to your child’s teacher. We are required to keep this page in your child’s record folder.

School Web Site: The school web site is maintained by the Technology Support Specialist (TSS). Visit our school web site at <http://nisd.net/mireles/>.

Recycling Program: We participate in this program by saving all paper products. Several bins are located in the back of the school for your convenience. Please help our Earth by participating. You may bring magazines, newspaper, construction paper, flattened cardboard boxes, colored paper, brochures, advertisements, etc.



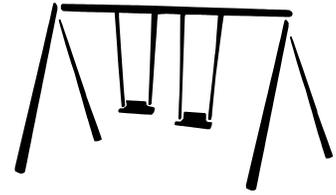
Testing: Students in grades 3-5 will take the State of Texas Assessments of Academic Readiness (STAAR). Teachers will be communicating with parents via weekly newsletters to provide information regarding any upcoming test dates. These tests are long and require a lot of focus and endurance from our children. It is important for the students to be in bed early the night before they have a test, preferably by 8:30 if possible.

Playground Rules: Please review these playground rules with your child. I will...

- 1) Be kind and courteous when playing with my friends.
- 2) Practice good safety when using all playground equipment.
- 3) Stay off of the top of any equipment, such as the tower or monkey bars.



- 4) Use swings correctly.
 - Sit, not stand.
 - Do not twist or swing from side-to-side.
 - Do not touch students swinging next to you.
 - Only be on the mulch if you are actually swinging.
 - Wait on the grass area until a swing becomes available.
- 5) Use the monkey bars correctly.
 - Only climb on and not through the monkey bars.
 - Do not get on the monkey bars if there are already 2 people on them.
- 6) Use the slide correctly.
 - Only get in the slide box when no one else is in there. (5-second rule applies)
- 7) Do not play tag, tag football, wall ball or any other contact sports.
- 8) Keep all rocks and mulch on the ground.



Nine Week Student Certificates and the Criteria for Earning Them:

***Honor Roll 1-**“A” Certificate/Ribbon-Students must have all A’s in academic areas, and E’s or S’s in Citizenship (Grades 3-5).

***Honor Roll 2-**“A/B” Certificate/Ribbon-Students must have A’s and B’s in academic areas, and E’s or S’s in Citizenship (Grades 3-5)

***Citizenship-**Students who have earned all E’s in Citizenship will receive this award.

*** Perfect Attendance-**Perfect attendance may be awarded to students at the end of each 9-week grading period who 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.

Perfect attendance may be awarded to students at the end of the year who have not been absent.

In order to receive perfect attendance awards at the end of the year, students may have no more than 4 tardies or 4 partial day absences during the year that are not categorized as a documented appointment with a health care professional.

***Outstanding Student Award-**All children can receive this award. The criterion is set by each teacher.

***Pillar Pal Award-** Two students from each classroom will receive this award each month.

Awards and Incentives: Awards will be presented to the students at the end of each nine week grading period. Students may also earn rewards such as free meal certificates, bowling passes, spirit sticks, pens, pencils, etc.

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 Mireles 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.



Inclement Weather Plan: We will not take students outside during inclement weather. Parents will be notified of the change in dismissal via School Messenger by 2:00pm. Adults picking up children should have their ID ready to show teachers. Parents will check out and pick up their children from the classroom. In order to ensure safety for all, we will monitor the number of parents allowed into the building at a time. Please be patient with this process. 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 or send an email to your child's teacher. Thank you for your support!