

# Oak Hills Terrace

## Parent Welcome Packet

### School Hours

7:00 AM – Front Gate Opens

7:00 AM – 7:35 AM – Breakfast is Served

7:45 AM – Tardy Bell Rings

2:50 PM – Dismissal

4:00 PM – Front Office Closed

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### PTA

Growing our little owls into successful, respectful, life long learners requires a strong partnership between family and school. The cost to join PTA is \$7 for the entire family.

#### PTA Meeting Dates for 2016-2017

September 13<sup>th</sup>

November 8<sup>th</sup>

December 6<sup>th</sup>

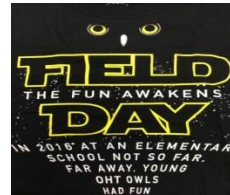
March 7<sup>th</sup>

April 4<sup>th</sup>

## Spirit Shirts

EVERY Friday is Spirit Day. On Spirit Day we all celebrate our pride of being MVP's on Team Oak Hills Terrace. We encourage everyone on campus to wear an Oak Hills Terrace shirt or our school colors, Blue & Yellow. Official Oak Hills Terrace Spirit Shirts are sold in the front office, for \$.8

In addition to the official spirit shirt, there are opportunities to purchase additional OHT shirts for Field Day, Math Rocks and various clubs...any of which may worn as a spirit shirt AND come in adult sizes too!



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## Volunteer Info

Whether you have 5 minutes of spare time or an entire day we have a variety of volunteer opportunities!

Campus wide events like Movie Night and Fun Run

Career Day presenters

Field trip chaperones

Making copies or cutting out laminated items

Helping with classroom parties & grade level events

Field Day & Bike Rodeo helpers

Picture Day help Please complete NISD's Online Background check @ <https://hrvolunteer.nisd.net/TempMod.nsf?Open>

Get in touch with your child's teacher(s) and let them know when you're available to help.

# **Campus Food Policies**

## **Free Breakfast & Lunch**

Under the Community Eligibility Program **EVERY** student at Oak Hills Terrace receives free breakfast and lunch. Adult meals may be purchased for \$2.00 (breakfast) & \$3.50 (lunch). Students may purchase a dessert for an additional cost at lunch

## **Eating lunch with your student**

You are invited to each lunch with your student(s) any time. However campus wide events may impact lunch schedules so please check with your child's teacher. You are welcome to bring your child outside food for lunch, but please be advised that you may only bring food for your student.

## **Birthday Celebrations**

If you would like to bring a food item to celebrate your child's birthday please be advised that those food items must be store bought. Please contact the classroom teacher to make arrangements.

## Important Dates

<p>August</p> <p>22 – First day of School</p>	<p>September</p> <p>5 – No School</p> <p>16 – Early Release (11:50AM)</p> <p>29 – Picture Day</p>	<p>October</p> <p>10 – No School</p> <p>21 – Early Release (11:50AM)</p>
<p>November</p> <p>3 – Picture Retakes</p> <p>21-25 – No School</p>	<p>December</p> <p>19-30 – No School</p>	<p>January</p> <p>16 – No School</p> <p>27 – Early Release (11:50AM)</p>
<p>February</p> <p>20 – No School</p>	<p>March</p> <p>1 – Spring Pictures</p> <p>3 – Early Release (11:50AM)</p> <p>13-17 – No School</p>	<p>April</p> <p>14 – No School</p> <p>28 – No School</p>
<p>May</p> <p>5 – Early Release (11:50AM)</p> <p>29 – No School</p>	<p>June</p> <p>1 – Last Day</p>	<p>Recurring Events</p> <p>Spirit Day – Every Friday</p> <p>College Shirt Day – 1<sup>st</sup> Wednesday of every month</p>

# **Late Arrival, Early Out and Absences**

## **Late Arriving Students**

Students who arrive to class after 7:45 AM will be marked Tardy

Students who arrive to campus after 8:00 AM must be checked into the office before going to class

## **Early Out Students**

Students who need to be checked out prior to dismissal must be done so through the front office and by someone identified on their Emergency Contact Card

Early Out does count as a partial absence

If for a doctor's appointment be sure to bring a doctor's note upon return

Students will not be checked out after 2:15 PM

## **Students Picked up Late**

Dismissal is at 2:50 PM, students not picked up by 3:05 must be signed out through the front office.

## **Absences**

Upon a student's return to campus please send your student with a note explaining their absence, notes must be turned into the classroom teacher.

Unexcused absences could result in attendance warning letters

## Contact Info

### **Front Office Staff – 397-0550**

Mary Leija – Book Keeper / Principal Secretary

Alma Lira – Attendance Clerk

Lillie Weaver – Receptionist

Margarita Powell – RN – 397-0559

### **Administration**

Kendra Merrell – Principal – [Kendra.Merrell@nisd.net](mailto:Kendra.Merrell@nisd.net) – 397-0560

Tawny Wagner – Vice Principal – [Tawny.Wagner@nisd.net](mailto:Tawny.Wagner@nisd.net) – 397-0565

### **Counselors**

Kristin Henson – Kinder, 2<sup>nd</sup> & 4<sup>th</sup> Grades – 397-0576

[Kristin.Henson@nisd.net](mailto:Kristin.Henson@nisd.net)

Thomas Koog – Pre-K/PPCD, 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Grades – 397-0575

[Thomas.Koog@nisd.net](mailto:Thomas.Koog@nisd.net)

### **Special Ed Coordinator**

Nia Bunch – [Nia.Bunch@nisd.net](mailto:Nia.Bunch@nisd.net)

### **Transportation**

Culebra Transportation Station – 397-0275

### **Remind App**

81010/@OHT16 or [oh16@mail.remind.com](mailto:oh16@mail.remind.com)

### **Teacher's E-mail**

