

Northside Independent School District



Raba Elementary School

2019-2020

Parent Handbook

Raba Elementary

School Hours: 7:45-2:55 pm

Office Hours: 7:15-3:45 pm

Clinic Hours: 7:30-3:10 pm

Doors open at 7:00 am

Breakfast served: 7:00-7:35 am

School Colors: Maroon and White

School Mascot: Rattlers

Principal: Francesca Neal

Vice-Principal: Kristina Diaz

Counselors: Amber Wood and Ruth Solis

Welcome to Raba Elementary! The staff is looking forward to working with you and providing the best education possible for your child. We ask for your support and involvement. The office staff can answer many questions. Please do not hesitate to call on us.

Office Staff

Principal's Secretary: Rosie Fernandez

Attendance Secretary: Irma Trejo

Office Clerk: Gloria Webber

Office Clerk: Aurora Garza

Nurse: Keri Heckman

School Phone: 210-397-1350

Parent Orientation Nights

During the first few weeks of school, each teacher or grade level team will meet with parents to explain procedures, routines, grading policies and curriculum. This will be an opportunity for you to ask general questions. Individual conferences do not occur at this time. Watch for grade level conferences in October/November.

Grading Periods

Raba is on a nine-week grading period. Report cards are issued one week following the end of each grading period. The last nine weeks' report card will be issued on the last day of school.

Your child's teacher will keep you informed regarding your child's progress. Progress reports are issued the fourth week of a grading period. Progress reports will be issued to all students

with academic or behavioral concerns in an effort to keep parents informed on their child's progress. Progress reports are also issued for citizenship and work habits that are not satisfactory. If you have any questions regarding your child's progress, please feel free to contact the teacher at any time.

School Spirit

Every Monday will be spirit day unless it is a holiday. Students are encouraged to wear our school t-shirt or the school colors of maroon and white. T-shirts can be purchased in the office. You may come by and see the sizes or ask that the office staff help your child select a size. Also, every Friday is college day unless it is a holiday. Students are encouraged to wear a college shirt of their choice and promote higher education.

Dress Policy

Raba dress policy for students is in accordance with Northside's policy as explained in the Northside Student-Parent Handbook.

Hair must be neat and clean. Unconventional colored, multi-colored, spiked, designs, multiple lines/parts or Mohawk hairstyles are **NOT** permitted. If a child comes to school with one of the above styles, they will be warned, and the parent will be contacted. This policy will be enforced until the very last day of school as well as the EOY promotion ceremony.

Shorts are permitted with specifications. A good test is to have your child stand up straight with his/her hands at their sides. Shorts should be as long as your child's longest finger.

"Sagging" pants are not appropriate or permitted at school. Pants should be worn around the waist and not be oversized. Any clothes that are suggestive, indecent or which cause a distraction will not be permitted. Students are not permitted to wear cut-offs, tight fitting pants or exercise/bicycle shorts. See-through garments are not appropriate and tank tops, halter tops, exposed backs or midriffs are also not permitted. Appropriate footwear must be worn; steel toed boots and "flip flop" type shoes are specifically prohibited. Caps, hats, and hoodies must not be worn in the building.

If a child comes to school wearing one of the above items, they will be warned the first time, and the parent will be called. On the second occurrence, the parent will need to bring a change of clothing for the child. **Dress code will be enforced for all school activities including EOY promotion ceremony.**

For safety reasons, children **must** wear rubber soled shoes to participate in P.E. In August you will receive a schedule from their teacher which identifies the days your child will have art, music, computer and PE. Although sometimes confusing to parents, students quickly learn their P.E. day.

Discipline Policy

At Raba Elementary we believe that good discipline is a prerequisite for learning. Students should be accountable for their behavior and parents should help the child to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.

Discipline will be based on the seriousness of the offense, the student's age and grade level, the frequency of the misconduct, the student's attitude and the potential effect of the misconduct on the school environment. A consequence may include missing a portion of recess, verbal correction, withdrawal of privileges, a parent conference, a phone call, a Discipline Ticket, or In-School Suspension (ISS), Suspension or referral to alternative school.

The teacher may determine that sending the student to an administrator is necessary. The severe nature of the incident and/or its impact on the class will be determining factors. Some examples of an automatic office referral are fighting, violations of district policy for weapons, alcohol and drugs, vandalism to the school, biting, dishonest behavior, intentional disrespect to adults or students, and behavior disruptive to the learning environment. An administrator will meet with the student and call the parent. The Student Offense Report will be sent home with the child. Upon returning to school on the following day, the student is to return the signed Offense Report to the administrator.

In some instances of persistent misbehavior or the seriousness of the incident, the administrator will request a parent conference. Those attending with the teacher and parent will be an administrator and/or counselor. The purpose of the conference will be to develop a plan of action to support the child create a positive school behavior.

At Parent Orientation night each teacher will give you a copy of the classroom rules. Review these rules carefully with your child. Further information on district policies regarding discipline can be found in the district's Parent-Student Handbook which can be found online at www.nisd.net. Please review these policies with your child as well and sign the appropriate form.

Bus Transportation

Students who live within a two-mile radius are not eligible for transportation. If you have any questions regarding bus pick up and return times, check with a secretary in the office. If she cannot answer your question on route information; You may call the Transportation Culebra Station at 210-397-0289.

If your child is going home on a different bus than the one assigned to him/her or getting off at a different stop on his/her regular bus, you will need to write a note specifying the exact address where the child is to get off the bus for approval at least one day before. An administrator will approve/disapprove before the end of the school day. The easiest way for your child to get an administrator's signature is for him/her to bring the note to the office when s/he arrives at school in the morning.

Parents **must assume** the responsibility of their students traveling **back and forth** from home to the bus stop.

Bus drivers have a very difficult task. Their responsibility is to get the children to and from home safely. To do this, rules for bus safety need to be followed. Please review basic safety rules (located at the back of this booklet) with your child. In school your child will be learning the rules for bus safety. The **bus driver** will issue a Bus Safety Report when a rule is broken. The first conduct report is a warning issued by the administrator. The second conduct report may result in the child being denied bus privileges from one to three days or a long term suspension of bus privileges depending on the nature of the infraction. Our vice principal works with the bus drivers to ensure bus safety.

Medication

Included at the end of this information booklet is the district's policy for medication. Please read it carefully and help us stay within the guidelines. Our nurse will work with you and your child. If your child comes to the clinic and is running a fever (100.0 degrees or above), the nurse will call you and ask you to pick up your child. We cannot put a sick child on the bus to go home.

If your child needs to take a medication for an extended period of time, you will need to get a **Medication Form** from the nurse which must be signed by your doctor. Once completed you may fax this form back to the school office at 210-257-1335 if this is the most convenient way for you. Please follow-up with the nurse to confirm the document has been received.

If your child comes to the clinic more than once in a day, you will be called even though your child is not running a fever. This call notifies you of your child's continued discomfort. Be sure to read the medication policy regarding children carrying medication in their backpacks. All medications should be taken to the school clinic by the parent. No medication may be kept in the classroom nor may children administer their own medication. Life threatening circumstances may amend this rule.

Student Arrival and Departure

Breakfast is served from 7:00 a.m. until 7:35 a.m.

Some instructional assistants are on duty at 7:00 a.m. Doors do not open until 7:00AM. No child should arrive before that time and left alone as they will be unsupervised. Our school buses start arriving at 7:00 a.m. All students will wait in the gym. Although your child is not considered tardy until 7:45 a.m., it will make your child's day run more smoothly if s/he arrives at school between 7:25-7:35 a.m. At 7:35 a.m. the students enter the teacher's classroom. These 10 minutes before morning announcements are used to get organized for the day, sharpen pencils, and get homework and notes out of backpacks.

If your child is going home a different way than usual, PLEASE note the change by calling the teacher, as well as putting instructions in writing to the teacher if possible before noon. It

should not be the child's responsibility to inform the teacher. Therefore, we must receive a note. Without a note or verbal permission, your child will be sent home the usual way.

At 2:55 p.m. please wait for your child in the front covered walkway area of the school. We discourage parents from waiting at the classroom door for their children. Each teacher walks the children to the respective waiting areas. This might take a few extra minutes at the beginning of school. Kindergarten students get a head start on dismissal by five minutes.

Parent pick up is in front of the school. The Learning Tree students and daycare riders are walked to the cafeteria, and bus riders go to the bus loop in back of the school. This dismissal plan allows for each child to safely get to his/her designated area. Please be patient and don't panic. Everything takes a few minutes longer during the first few weeks of school and on bad weather days.

Parent Drop Off and Pick Up

There are parking places in the front for parents who wish to come into the building in the morning. Please DO NOT park in the front loading and unloading zone (red curbs) even for a minute. This causes congestion and could impede emergency vehicles. Also, please **DO NOT** drop off students in the parking lot. Please abide by the instructions of the safety patrols and their sponsors during drop off and pick up in the front of the school. The lane closest to the building is for student drop off and pick up. The other lane is for driving through to park. Never drop off the children from the other lane. This is extremely dangerous.

Children who are parent pick-up in the afternoon wait in the front of the school depending upon the weather and number of children.

We do not permit children to wait outside unsupervised. Children need to be picked up on time. After a long and hard day at school, your child is eager to get home. Some children become apprehensive if the parent or care-giver is late. Certainly, if an emergency occurs, the child will be allowed to wait in the office until someone can come for him/her. The school office should be notified if there is an emergency. **THE OFFICE CLOSSES AT 3:45 P.M.**

The Learning Tree

The Learning Tree is the after school care provided at Raba. They provide child care from 2:55 p.m. until 6:30 p.m. For information about enrolling your child, please call 210-397-2591 or pick up a flyer in the front foyer of the school.

Attendance

Teachers can't teach students who aren't in school, and there is strong evidence regular school attendance can result in significant test score gains. So remember:

*Make sure your child is in school every day.

*Schedule medical appointments after school hours.

*Don't take your child out of school for a family trip or activity.

*Make sure child arrives to school on time and is not tardy. Have your child get ready the night before so s/he can get to school on time.

Acceptable reasons for a school absence include, but are not limited to: personal illness, death in the family, family emergency, and any unusual or extenuating circumstance acceptable to the principal.

An absence is considered unexcused until a written note is provided. This note should include the date of the absence(s), the **specific** reason for the absence(s), signature and should be turned in **within 3 days of absence**. Please keep statements from the doctor or dentist and send them to the teacher. We take attendance at **9:00 a.m.** The student must be present at this time or it is considered an absence. A child arriving after **9:00 a.m.** is considered absent for the day.

Only **6 absences** for any of the aforementioned reasons may be excused by a note from a parent within a school year. Any additional absences will be unexcused unless a physician's note is provided. If a student incurs **3 or more unexcused absences within a four-week period**, the parent will receive an Attendance Warning Notice (AWN) from the Vice Principal. It is the parent's duty to monitor the student's school attendance and require the student to attend school. The parent is subject to prosecution under Texas Education Code 25.093. Furthermore, Texas Education Code 25.092 states, "a student may not receive credit for a class unless that student is in attendance more than 90% of the days that class is offered."

Certain exceptions for doctor's appointments are permitted. If your child has a doctor's appointment and arrives back at school the same day with a doctor's note, the child will not be counted absent. The doctor's note is very important. If you leave the doctor's office without the note, it may be faxed (210-257-1335) to the school. A doctor's note must be received on the same day as the appointment, or it will **not** be counted as a health day.

Tardies and Early Sign-Outs

The first and last minutes of school are very important. They set the tone for the day. If your child arrives at school after 7:45 a.m. or leaves before 2:55p.m. It will be documented as a tardy or early sign out. If a pattern of excessive tardies, early sign outs, or full day absences develops, this information will be turned over to the District Truancy Officer for further action.

All tardies and early sign outs will be recorded, reflected on the report card, and will affect your child's chance for perfect attendance.

For perfect attendance to be awarded to a student at the end of each nine week grading period,

the student may **not exceed one tardy or one early sign out** during that time.

Withdrawing from School

If it is necessary to withdraw a child from school, please notify the school at least 24 hours in advance by either sending a note or by calling the school office. Your child will have a withdrawal form, report card, and personal belongings when leaving. Cafeteria charges and lost book charges must be cleared prior to the withdrawal of the student.

Safety

Your child's safety is very important to us. All exterior doors will be locked at 7:45 a.m. Students will have access to the outside by using the panic bar located on the door. The front entrance door, second from the left to the reception area and office, will be left unlocked. All parents and visitors will need to use this front door only and must go into the office, scan your ID and receive a visitor's badge. We do not permit visits by students from other schools. If you do not have a visitor's badge, a school employee will request that you return to the office to obtain one.

Parents are always welcomed and encouraged to visit. **Please be sure to stop by the office and obtain a visitor's pass.** The duration of the visit should not impact the children's learning. Don't be surprised if your child's teacher asks for your help during your visit to the classroom!

The end of the day is very hectic and we want to ensure safety for all of our students; therefore, students will not be released to parents after 2:20 p.m. If you must pick up your child before the official school day is over (2:55 p.m.), you will need to go through the office. We will call for your child when you sign him/her out in the office. **Teachers have been asked not to release the child to you at the classroom door.** If there are times when you are unable to pick up your child and need to send another person, please let us know. For your child's safety either send a note with the person's name or call the school office notifying us of the person's name. The office may call you to verify the adult picking up your child; we will ask the alternate adult who is picking up your child to show a picture ID.

You can help us maintain good home and school communication by letting the alternate adult understand that all questions regarding his/her identity and asking for a photo ID is for the safety of the child.

If you have an unusual family situation regarding your child or have any questions regarding this matter, please call or make an appointment with an administrator.

Our school practices fire, tornado and safety drills. We always hope we will never have to use the plans, but it is best to practice the drills. We also have an evacuation plan should one be needed. If you have any questions regarding any of the plans, please call an administrator.

Parent-Teacher Conferences

Parent-Teacher conferences are encouraged throughout the school year. During the first nine weeks of school, the teacher may invite every parent to come to school for an individual conference. Every effort should be made to attend this conference.

Any other time you wish a conference with your child's teacher, please leave your name and phone number on the teacher's voice mail at 210 397-1350 and your child's teacher will call you and arrange a time that is convenient for both of you. Trying to have a five-minute conference at the teacher's door does not allow you to have the teacher's total attention, nor is it conducive to the learning environment. It is to everyone's advantage that you discuss a concern with the teacher before calling an administrator. If you cannot resolve the matter at that level, please feel free to call the principal or vice principal.

Classroom Parties

In accordance with district policy Raba Elementary will have three parties a year.

Winter Party-December 20

Valentine's Day - February 14

EOY Party- May 29th

Birthday Celebrations

Make arrangements ahead of time with your child's teacher for celebrating your child's birthday. The teacher will determine the appropriate time to serve the treat after lunch or before the end of the school day. Balloons and flowers are **not** permitted since they create a distraction in the learning environment.

Every year we have students who want to distribute birthday party invitations to their classmates at school. Distribution is fine only if **ALL** the children in the class receive an invitation. A child's feelings will be hurt when an invitation is not extended to him/her as well.

Parents wanting their students to celebrate their birthday at school may do so by choosing **one** of the following **three options**:

1. Parents may purchase ice cream from the cafeteria for students to eat after they have eaten lunch.

*Parents must make arrangements with Mrs. Tokic, Cafeteria Manager, prior to the child's birthday to purchase the ice cream. She will know the class total and will charge the parent accordingly.

*Mrs. Tokic will then give the parent/child birthday coupons to give to classmates for lunch.

*PPCD, Pre-K, and Kindergarten eat ice cream only on Fridays. Arrangements will have to be made in advance, as classes will only be able to celebrate one birthday per Friday.

*1st-5th grade may celebrate any day of the week. We will still have one celebration per day. If

more than one set of coupons arrives on a given day, one set will be reserved for the next school day.

2. A parent may choose to send a goodie bag to school for each child in the class that will be disseminated at day's end by the child celebrating the birthday. These goodie bags will be placed in backpacks and taken home.

3. A parent may choose to send **store brought** cupcakes or cookies to school for each child in the class. The cupcakes or cookies will be disseminated at day's end by the child celebrating the birthday.

****** Purchasing pizza, happy meals or any other meals for the whole class to celebrate a birthday or any other occasion will not be permitted due to the **NISD Administrative Regulation EAD-08**. Providing these type of meals will be reserved for the three school classroom parties listed under the title, **Classroom Parties**.

If a birthday was celebrated during the summer, parents need to call their child's teacher to schedule a time to celebrate, if they choose, so they do not conflict with another celebration.

Parents may bring their **own child** a lunch*. If you choose to eat with your child, please sit at the parent tables. You may only have lunch with your child, they cannot invite a friend to join them.

We truly appreciate parents' support in helping us stay within the guidelines of the state in regards to Foods of Minimal Nutritional Value.

***NISD Administrative Regulation EAD-08**

Breakfast and Lunch

Student breakfast is \$1.00 and lunch is \$2.10 for the 2019-20 school year. Breakfast hours are from 7:00am-7:35 am. Cafeteria doors will close at 7:40am. Students who arrive after 7:35 am will not be able to get breakfast. To ensure that your child eats breakfast please make sure your child is here early enough. However, if your child rides the bus and the bus is late, those children can eat breakfast.

We encourage you to have your child set up a cafeteria account in whatever dollar amount you prefer instead of carrying money. You or the child may add money to the account in the morning in the cafeteria or online. If a child forgets his/her lunch or money, s/he may charge. Charges should be paid the following day in the school cafeteria. After five unpaid charges (up to \$10), your child will be offered an alternate meal of a turkey and cheese sandwich or turkey/ham and cheese sandwich, fruit, and milk for \$.60. If you have any questions regarding charges or your child's lunch account, contact the cafeteria manager, Mrs. Tokic at 210 397-1385.

Please help us make your child's first few weeks of school pleasant. If you feel your child will be

upset to see you leave after having lunch, it would be better for the child if you did not have lunch with him/her for a few weeks. Some children find separation from the parent very difficult. Also note that if you come in to have lunch with your child please ensure that you sit in the designated areas with your child only. **We cannot allow other students to join or be given outside food.**

If you would like to apply for free or reduced meals, you may apply online at the [Child Nutrition Website](#) or pick up a form in the office. It will take about 10 working days for the district Child Nutrition Department to process the application. Applications completed online have a faster turn-around. Student ID numbers **cannot** be given over the phone.

Nuisances/Gadgets/Dangerous Weapons

Children should **not** bring toys to school unless specifically requested by the teacher for a special unit or activity. Depending upon your child's age a toy or nuisance item can look different. A nuisance is anything that distracts your child or others from learning. A hair ribbon or new watch has the ability to be a distraction for your child. Your child is always encouraged to bring books to read.

No one may bring a weapon or items associated with weapons for any reason any time. Children may never bring fireworks, firecrackers, poppers, matches or lighters to school at any time. Boy Scouts may never bring their Boy Scout knives to school for any reason. **The term "knives" includes pocket knives and knives attached to a key chain.** Toy guns and toy knives should never come to school either as they can look very real.

Cell Phone Policy

Students having cellular phones, smart watches or paging devices must keep the devices turned off until 2:55 p.m., in their backpacks, and not visible during the school day. This includes school buses as they are an extension of the classroom. **Cell phones or any other electronic devices are not allowed on the school bus.** Students who violate this policy shall be subject to established disciplinary measures. Please see page C-7 in the NISD Elementary Student-Parent Handbook for further information.

Parent Teacher Association (PTA)

We urge you to join and support the Raba PTA. During Parent Orientation Nights, teachers will provide you with membership information. We hold PTA meetings on the second Tuesday of the month at 5:00 p.m. Please be sure to watch for PTA meeting times in the marquee. Many interesting programs are planned for the school year.

Parent Volunteers

PTA will also be asking for volunteers for our PAL (Parents Assisting in Learning) program and room parents. Parents assist the teachers by making copies, laminating, or by helping in the classroom. Room parents coordinate the school parties and call or email parents to volunteer to help with book fairs, vision and hearing screening, picture day and other important events.

Your child's teacher will also request chaperones for field trips as they occur during the school year. Each year chaperones and volunteers must fill out a criminal background check form online or in the office. If you have a special area of expertise or a hobby, please let your child's teacher know. Guest speakers always bring the curriculum alive for students and are needed for Career Day.

School Advisory Team (SAT)

The School Advisory Team of Raba consists of parents, teachers and community members who serve as an advisory team to the principal. The purpose of the SAT is to improve student learning. The SAT committee will meet four times each year. The meetings are held in the conference room at 3:30 p.m. In August, you may contact Rosio Fernandez at 397-1350 if you are interested in becoming a member of the SAT. Names will be drawn randomly around the third week of school. You will be notified by an administrator of your selection.

If your neighbor does not have a child attending Raba and would like the opportunity to serve, please let him/her know we are always looking for community and business representatives. Please contact Mrs. Neal if you know someone who might be interested.

Lost and Found

Periodically remind your child to look for lost items. A rack is located by the cafeteria. Every year coats, sweaters, lunch boxes, and other items are left at school. Putting your child's name on clothing and school items will help us find the rightful owner.

Visit us on the Web

Our school web page can be reached through Northside's web page at:

www.nisd.net/raba

Information on school events and teacher pages are available on the web. Your child's teacher will give you his/her e-mail address. If you have an e-mail address at home or at work, please share it with your child's teacher.

Bus Rider Rules

- I will obey and respect the bus driver.
- I will stay in my seat while the bus is moving.
- I will keep my hands, feet, and objects to myself.
- I will keep all of my body parts and objects inside the bus.
- I will not push or shove when entering or exiting the bus.
- I will speak quietly to my neighbor, and use kind words.
- I will not eat or drink while on the bus.

Complete list of rules can be found on D-17 of parent-student handbook.

Remember a signed note from the parent/guardian is needed for permission to get off the bus at a stop other than the regular stop. An administrator must authorize this note with a signature. **The note must be presented for approval the morning prior to allow sufficient time for parent verification.**

Medications

Parents are encouraged to schedule the administration of student medication so medication is given at home whenever possible.

In cases where medication must be administered at school, the following procedures apply:

- All medications should be taken directly to the school office by the parent. No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication via the child, the parent is encouraged to notify the school office by phone the same day. (Parents are reminded they are responsible for the medication until it is delivered to a school district employee.)
- Prescription medication must be taken to school in a properly labeled prescription container. Short term medication (up to two weeks) may be administered upon written administered only if the school's Special Health Form is completed by the physician.
- The administration of non-prescription medications is normally not permitted, but may be authorized by the principal and administered by the parent under either of the following conditions:
 - 1 If ordered by the child's physician, accompanied by a written request from the parent, and brought in the original manufacturer's package.
 - 2 If the child is experiencing pain due to causes such as post-surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil or aspirin may be administered for up to three days if accompanied by a

signed note from the physician, a written request from the parent, and brought in the manufacturer's package.

- Any other non-prescription medication cannot be dispensed to a student by school personnel, or carried by a student at school. This includes cold medications, cough syrups, throat lozenges, vitamins, and herbal remedies.

Leftover medications must be picked up by the parents. Students may take home only empty medication containers. If medicine remains, parents will be informed, and medicine will be disposed of two weeks after notification.