



**Colonies North Elementary School**

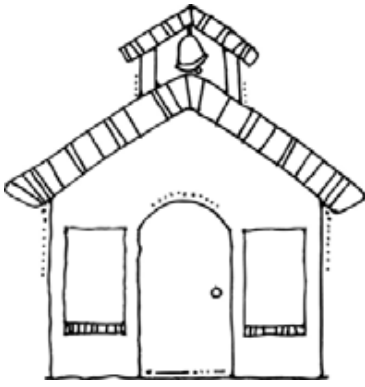
**9915 Northampton Dr.**

**San Antonio, TX 78230**

**Phone: 210-397-1700 · Fax: 210-561-5240**

**Parent/Student Handbook**

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT**



# Colonies North Elementary

School Colors: Red and Royal Blue  
School Mascot: Cougar  
School Hours: 7:45 a.m.-3:00 p.m.

Principal: Norma Farrell  
Vice-Principal: Erika Pruneda  
Counselors: Erika Vidalez and Lauren Hughen

Welcome to Colonies North Elementary School! 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: Elizabeth Burns  
Attendance Secretary: Rebecca Cano  
Office Clerk: Claudia Hernandez  
Nurse: Melissa Horton



## **Meet the Teacher/Parent Orientation**

August 15th at 5:00pm and 6:00pm

Parents and students may bring their supplies to their classroom and meet the teacher. Each teacher will meet with parents/guardians 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 parent/teacher conferences in October/November.

## **Grading Periods**

Colonies North is on a 4 quarterly 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/fifth week of a grading period. Progress reports will be issued to ALL students in an effort to keep parents informed of their child's progress. 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. In those instances, spirit day will be on the Tuesday after the holiday. Students are encouraged to wear our school t-shirt or the school colors of red and royal blue. T-shirts can be purchased in the office for \$10.00. You may come by and see the sizes or ask that the office staff help your child select a size.

On Friday, students are encouraged to wear a college or military shirt. We continuously promote higher education!



## Dress Policy

Colonias North's dress policy for students is in accordance with Northside's policy as explained in the Student-Parent Handbook on page D-8. 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.

"Baggy" 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 receive a warning on their first offense, and the parent will be called. On the second occurrence, the parent will need to bring a change of clothing for the child.

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



### Discipline Policy

At Colonies North Elementary, we believe 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 a verbal correction, withdrawal of privileges, a parent conference, a phone call, In School Suspension (ISS), or Out of School Suspension (OSS).

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, an administrator may request a conference with the parent, teacher, and school counselor in order to develop a plan of action to support the child as he/she develops positive school behavior.

At Parent Orientation, 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](http://www.nisd.net). Please review these policies

with your child as well and sign the appropriate form. We are a PBIS (Positive Behavior Interventions & Support) Campus.

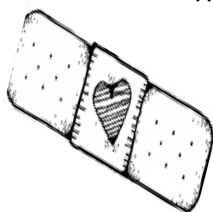
### Bus Transportation



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, she can call the Transportation Office. You may also call the Transportation North Station at (210) 397-0850.

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. An administrator will co-sign the note 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.

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 third 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

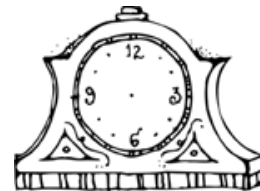
Included at the end of this information booklet is the district's policy for medication. Please read it carefully and help us stay within the guidelines. Our nurse will work with you and your child. If your child comes to the clinic and is running a fever (100.4 degrees or above), the nurse will call 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 complete 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 210-561-5240 if this is the most convenient way for you.

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



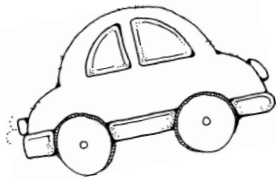
Some teachers are on duty at 7:00 a.m. **No** child should arrive before that time as she/he will be unsupervised. Students enter the teacher's classroom at 7:35a.m. The school day begins at 7:45a.m. Students who arrive after 7:45 a.m. will be marked tardy.

If your child is going home a different way than usual, **PLEASE** note the change by calling the office before 2 p.m., as well as putting instructions in writing to the teacher. 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 3:00 p.m. please wait for your child at the front of the school. Parents will not be allowed to wait 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 the school year.

Parent pick up is in the new bus loop. The Learning Tree students and daycare riders are walked to the Art room. 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. **After 3:30p.m., there is no one available to watch your child. Your child will wait in the school office until your arrival if you happen to run late.**

### The Learning Tree



The Learning Tree is the after school care provided at Colonies North. They provide child care from 2:55 p.m. until 6:00 p.m. For information about enrolling your child, please call 210-397-8108 or pick up a flyer in the front foyer of the school.





## Attendance

Remember:

- \*Make sure your child is at school every day.
- \*Try to schedule appointments outside of school hours.
- \*Do not take your child out of school for a family trip or activity.
- \*Be on time!! 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.

While parents are encouraged to call the school when their child is absent, the absence is considered unexcused until a written note is received and reviewed by an administrator. This note should include the date of the absence(s) and the specific reason for the absence(s). Attendance is taken at **9:00 a.m.** The student must be present at this time. A child arriving after 9:00 a.m. is considered absent for the day.

Only **8 absences** for any of the aforementioned reasons may be excused by a note from a parent within a semester. 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 a Warning Notice from the Associate 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."

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 to 210-561-5240. A doctor's note must be received on the same day as the appointment to 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 3:00 p.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 Attendance 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 at (210)397-1700. Your child will have a withdrawal form and personal belongings when leaving. Cafeteria charges and lost book charges should 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 closest to the reception area and office will be left unlocked. All parents and visitors will need to use this front door only and ring the doorbell in the security lobby. An Office Clerk will assist you with scanning 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.

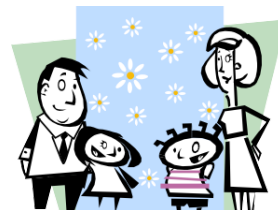
Parents are always welcome and encouraged to visit. **Please be sure to stop by the office, show a state issued picture ID, and obtain a visitor's pass.** Visits to individual classrooms during instructional time shall be permitted when prearranged with the teacher and with the principal's approval. 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!

If you must pick up your child before the official school day is over (3:00p.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, and 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 or 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 email or leave your name on the teacher's voice mail at 397-1700. 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 an administrator.

## Classroom Parties

In accordance with district policy, Colonies North Elementary will have two parties per year.

Winter Party-December 20th

Spring Party-March 7th



## 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 to the learning environment.

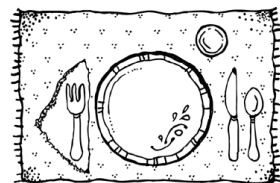
Every year we have students who want to distribute birthday party invitations to their classmates at school. Distribution is fine only if ALL boys, ALL girls or ALL the children in the class receive an invitation. A child's feelings will be hurt when an invitation is not extended to him/her as well. 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 Ms. 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 \$.75 per student.
  - Ms. 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.
  - 1<sup>st</sup>-5<sup>th</sup> 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 distributed 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-bought cupcakes or cookies ONLY to school for each child in the class. The cupcakes or cookies will be distributed at day's end by the child celebrating the birthday.

If a birthday is 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 from outside the campus\*. Parents may not bring lunch from outside the campus for another child. 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



We are pleased to inform you that breakfast and lunch is provided free of charge to all enrolled students at Colonies North. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

- Extra a la carte items will be charged accordingly.
- Meals not having enough required components will be charged a la carte pricing.
  - Ice cream will still need to be purchased.
- Students are not allowed to share food with others.

If you have any questions regarding any charges to your child's lunch account, contact the cafeteria manager, Ms. Tokic at 397-1735.

Please help us make your child's first few weeks of school pleasant. No parents will be allowed to eat with students during lunch for the entire school year.



### 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 differently. 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.

**Gum is prohibited.**

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 "knife" includes pocket knives and knives attached to a key chain.** Toy guns and toy knives should not come to school either as they can look very real.

## Cell Phone Policy



Students having cellular phones must keep the devices turned off until 3:05 p.m., in their backpacks, and not visible during the school day. Students who violate this policy shall be subject to established disciplinary measures.



## Parent Teacher Association (PTA)

We urge you to join and support the Colonies North PTA. Dues are \$10. Please be sure to watch for PTA meeting times in the monthly school calendar. Many interesting programs are planned for the school year.



## Parent Volunteers

We will be asking for volunteers for various reasons throughout the school year. Parents can assist the teachers by making copies, laminating, or by helping in the classroom. Room parents coordinate 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) and Parent & Family Engagement Committee (PFEC)

The SAT/PFEC of Colonies North consists of parents, teachers and community members who serve as an advisory team to the principal. The purpose of the SAT/PFEC is to improve student learning and parental involvement. The SAT/PFEC committee will meet four times each year. The meetings are held in the library at 3:30 p.m. In August, you may contact Elizabeth Burns at (210)397-1705 if you are interested in becoming a member of the SAT/PFEC. 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 Colonies North and would like the opportunity to serve, please let him/her know we are always looking for community and business representatives. Please contact Ms. Farrell if you know someone who might be interested.



### Lost and Found

Periodically, remind your child to look for lost items. A lost and found cart is located in 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 website at:  
[www.nisd.net/coloniesnorth](http://www.nisd.net/coloniesnorth)

Information about school events is available on the school website. Your child's teacher will give you his/her email address. If you have an email address at home or at work, please share it with your child's teacher.



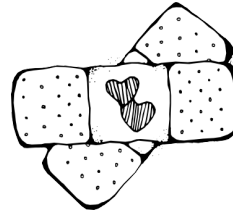
# Bus Rider Rules



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

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 in the morning 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 request by the parent. Long term medication may be 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 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.

## Positive Behavior Intervention Systems (PBIS)

Campus-Wide Expectations for common areas:



### PBIS Teaching Matrix

		Routine/ Setting				
		Hallways	Cafeteria	Restroom	Playground	Before School
<b>E X P E C T A T I O N S</b>	<b>P</b> ositive Responsibility	-Stay in line order -Move out of line to stop then return to end -Hands behind back or at your side	-Raise your hand for help -Clean up after yourself	-Flush toilet -Wash hands with one pump of soap -Turn off water faucet -Push dryer once	-Run lap to the left (clockwise) -Return equipment -Stop and listen when 1 whistle blows -Quickly line up when 3 whistles blow	-Talk softly (voice level 1) -Return materials
	<b>A</b> ct Safely	-Face forward, two spaces in front -Stay to the right -Always stop at designated stops	-Stand in line orderly and quietly -Hold tray with two hands -Sit properly	-Enter and exit quietly (voice level 0)	-Use equipment correctly -Keep hands and feet to self -All games played with PE rules	-Sit in assigned area -Use materials correctly
	<b>W</b> ill Be Respectful	-Hold door for person behind you -Walk silently (voice level 0)	-Talk softly (voice level 1) -Use good manners	-Wait your turn -Use bathroom materials correctly -Keep area clean	-Be friendly -Take turns	-Take turns -Keep area clean -Listen to directions given by safety patrols
	<b>S</b> how Your Cougar Pride!					

### School Song

(Sung to the tune of "The Battle Hymn of the Republic")

Colonies North you know we love you dear and true.

Colonies North you know our colors red and blue.

We will strive with Cougar Pride to be the very best.

We're the Cougars of Colonies North.

Go, cougars, go! (Roar)