

TIMBERWILDE ELEMENTARY PARENT HANDBOOK



Introduction

Welcome to the 2024-2025 School Year! We are so excited to have our Timberwolves back in the building very soon! We are hoping this document will provide you with the information you need to help your student have a successful year. We look forward to partnering with you to make this the best year yet!

Mrs. Arce, Principal



Mrs. Treviño, Associate Principal



Safety and Security Measures

Raptor Sign In

- **ID Requirement:** All visitors must present a valid government or state-issued ID.
- **Badge System:** ID is scanned, and a badge is printed. Return the badge at end of visit.
- **Frequent Visitors:** A “Fast Pass” can be obtained in the office. Please visit the front office anytime between 8:00 am and 3:00 p.m. starting on August 12th to have your ID swiped for your FAST PASS. This will expedite your wait on the first day of school.
- **Background Check Link:** NISD Background Check form can be accessed by scanning the QR code below or visit the website: <https://www.nisd.net/community/volunteer-mentor>



Parent Table

- **Breakfast and Lunch Visitors:** Directly proceed to the cafeteria and sit at designated parent tables.
- **Exit Protocol:** Exit through the front entrance and return visitor’s badge after the meal.

PTA

- **Join the PTA:** Starting August 1st. <https://txpta.my.salesforce-sites.com/JoinPTA>

Communication Methods

Class Dojo: Please sign up for Class Dojo by scanning the QR code below or visit the website: <https://www.classdojo.com/ul/p/addKid?target=school&schoolID=525e8f799d429138710002bb>



NISD School Messenger: Messages will be sent to the email address on file.

- **Focus on Instruction:** Teachers will respond during their conference period and after school.
- **Quiet Hours:** Teachers have set quiet hours; allow 24-48 hours for a response.

School Procedures

Morning Arrival

- **Drop-Off Time:** No earlier than 7:00 a.m.
- **Car drop off location:** Student drop off (via car) will be in the back of the school ONLY.
- **Walking students in:** Parents may park on the side of the building. We will have a staff member there to scan in any parents that have a fast pass. If you do not have a fast pass you will have to go to the front office to have your state issued drivers license or ID scanned through our Raptor system.
- **Breakfast:** The cafeteria doors will close at 7:40. Students arriving after that time will be sent straight to class.

Afternoon Dismissal- **Please help us ensure a safe and smooth dismissal by picking up your student in the car line.**

- **Dismissal Time:** 3:00 p.m.
- **iDismiss Dismissal Card:** Used to ensure students are released only to authorized individuals who have a car tag. A dismissal tag is **REQUIRED** to pick up your student. If you do not have one, you will have to go to the office to get one before your student can be released.
- If you choose to walk up to pick up your student, please proceed to the front of the building and stand behind the orange barrier. You **MUST** have a dismissal tag to pick up your student.
- Walkers will be dismissed on either side of the building depending on the direction the student takes to walk home. **We will not release students to adults at the “Walker” release points.**

- If a change to dismissal is necessary, please fill out the change in dismissal form no later than 1:30 p.m. on the date of the change. **If you would like to make a permanent change, please reach out directly to your child's teacher.**
- If this form is filled out after 1:30 p.m. there is a chance that the teacher will not receive the information in time.

CHANGE IN DISMISSAL FORM: <https://forms.gle/BEuj26diJy7dLjBe6>



Early Pick-Up

- **No Early Pick-Up After 2:30 p.m.**
- **Change in Dismissal:** This form MUST be filled by 1:30 p.m. out if you will make changes to the way your student will be dismissed.

Attendance and Tardiness Policies

Attendance

- **Texas Compulsory Attendance Law:** Full day of instruction is required.
- **Absence Notes:** If you child is absent, please submit a note within three days; must include date, child's name, reason, and parent's signature.

Tardies

- **Arrival Time:** After 7:45 a.m. your student will be marked tardy and sent straight to class. If your student arrives tardy, you will have to park and walk them in.

Student Device Usage

District Devices

- **Opt-Out Form:** Available for those not needing a district device. Please contact the office if you have any questions about this.
- **Chargers:** Charges assessed for damaged or lost chargers.
- **Cell Phones:** Kept in backpacks and silenced during school hours.

Birthday Celebrations and Discipline

Birthday Celebrations

- **Treats:** Store-bought treats allowed in the last 10 minutes of the day.
- **No Balloons/Flowers:** Not permitted for delivery to students.

Discipline

- **Behavior Expectations:** One of the most important requirements of an effective 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.
- **PACK Ready:** At Timberwilde, students are taught to be PACK ready. Prepared, Aware, Courteous, Kind.

Parent-Teacher Conferences

Scheduled Conferences

- **Frequency:** We will have at least two formal parent conferences. One in the fall and one in the spring.
- **Teacher Contact:** Please contact the classroom teacher via email or Class Dojo to schedule a parent teacher conference.
- **Administration Meetings:** Please fill out the Parent/Admin contact form by scanning the QR code below. Parent/Admin Contact Form: <https://forms.gle/iy7zgxG45fz2wWPT7>



Thank you for your attention and cooperation! Let's make this school year successful for everyone at Timberwilde Elementary.