

# Krueger Elementary Parent-Student Handbook 2024-2025



**9900 Wildhorse Parkway  
San Antonio, TX 78254  
Phone: 210-397-3850  
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Dear Parents,

**Welcome to Dean H. Krueger Elementary...home of the Cavaliers!**

Our campus handbook is a supplement to the NISD Student-Parent Handbook. The handbook is written to address campus-specific procedures and contains valuable information about your child’s school. Please take time to read through this information and mark your calendar with all of the events.

As the 2024-2025 school year begins, please know that every member of the Krueger 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,

Kirsten Velasquez, Principal and Christina Lakey, Associate Principal


**Krueger Strategic Framework**

**Mission**  
Krueger will foster and nurture the learning experience for all students.

**Vision**  
Every day, every student grows in confidence, curiosity, and capability.

**Learners will be:**

Creators	Leaders
Collaborators	Learners
Communicators	Innovators
Critical Thinkers	Solution-Finders



**Core Beliefs**

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.
- Students’ overall well being is directly linked to their academic achievement and future success.
- Meaningful relationships among students, families, school and community are vital to student growth.
- School and families have the most impact on student achievement.
- Public schools are essential to foster community and develop productive citizens.

# Krueger Information

## School Day: 7:45 a.m. – 3:00 p.m.

- Children are officially tardy at 7:45 a.m.
- School Office is open from 7:15 a.m. – 3:45 p.m., M-F

## PARENTS / VISITORS / MENTORS

### → Campus Entry

#### ◆ No one is allowed in the building without a regular Raptor Pass or Fast Pass

- Raptor Pass -
  - Created for non-routine visitors entering the building
- Krueger Fast Pass –
  - Created for consistent visitors entering the building in a timely manner during high trafficked times. (ex: walking students to class in the morning, events such as volunteer breakfast, etc.)

→ All adults wishing to volunteer or mentor must clear a criminal background check through the district. Access to the volunteer application can be found at

<http://www.nisd.net/schools/volunteer/?site=volunteer>

## ALTERNATE DISMISSAL

→ As a way of ensuring student safety, there may be occasions (severe weather, etc.) in which our students' dismissal is different from the normal procedure.

- ◆ Students will not be brought to the front of the school as usual for parent pick-up. They will remain in the classroom with the teacher.
- ◆ Parents will alert staff at the front of the school who their student is and the student will be called to the front of the school for dismissal.
- ◆ Bus riders will ride their bus as normal.
- ◆ Walkers will be kept inside the building until the inclement weather, etc. passes, and conditions are deemed safe to dismiss.

## APPOINTMENTS

→ We are asking parents who are planning to take students out for medical appointments, etc., during the school day to send a note to the classroom teacher stating the time the student will be picked up. The child will be called to the office upon your arrival to campus to ensure the student is not missing additional instruction.. Children will not be released to parents at the classroom.

## ARRIVAL PROCEDURES (AM):

### → Campus Entry

#### ◆ For the safety of our students, we have one point of entry at Krueger.

- Everyone enters and exits the building through the front doors. Adults who enter will be required to obtain a visitor pass from the office.
- The back doors, by the bus loop, are for staff members and bus students only.

### → Student Arrival

#### ◆ Children are asked to arrive no earlier than 7:10 a.m.

- Once the building is open, students should go immediately to the cafeteria to eat breakfast or to their designated area for their grade level. Kindergarten reports to the cafe, while 1<sup>st</sup>- 5<sup>th</sup> report to their assigned hallways.

→ Car Drop Off

- ◆ To expedite the morning process, **ONLY** the right side lane of the front driveway is open for student drop off.
- ◆ Please have your child seated in the back seat behind the passenger side or in the front passenger seat.
- ◆ **PLEASE DROP YOUR CHILD OFF AT THE CURB, AND DO NOT LET THEM EXIT ON THE STREET AS IT IS VERY DANGEROUS.**
- ◆ **Do not drop students off in the parking lot by the flagpole area**

## DISMISSAL (PM)

→ Staggered Dismissal

- ◆ Students will have staggered dismissal times beginning at 2:55 with Pre-K and Kdg.
- ◆ It takes time to escort every group to their designated locations.
- ◆ If you have a child in the upper grades, you may want to consider arriving closer to 3:00pm to avoid having to sit and wait.
- ◆ If you have a student in more than one grade, please know that you may have to wait for the other child(ren).

→ Parent Pick-up

- ◆ Student Dismissal Locations
  - Grades 1-5 - Front of School covered area
  - ECSE, PreK and Kinder - Door # 34 front of school
- ◆ Parent Pick up via Car
  - **Please remain in your car and allow the staff and patrols to help get your child to the car.**
  - **Please pull forward to the farthest patrol so we can get as many cars as possible in the pick-up line.**
  - **Display your pick-up tag.**
- ◆ Parent Pick up via Parking and Walking up to School
  - Please wait until the teacher has the entire class seated in the designated area.
  - You can wait out on the grassy areas or under the flag pole until you see your child's class exit the building.
  - Classes will have assigned seating under the covered area and along the sidewalk against the building to wait for their rides.
  - **PLEASE DO NOT TAKE CHILDREN FROM THE LINE AS THEY EXIT THE BUILDING.** Teachers will escort their class to the designated seating area and check off each student as their parent arrives.
  - In addition, we ask that you keep conversations with teachers to a minimum so they can focus on the dismissal of their students. The teacher will happily schedule a conference with you at a more convenient time.

→ Student Walkers

- ◆ Students will be dismissed in groups after all teachers have dropped their students off in the designated areas. This will allow siblings and neighbors to have a meeting place so that they can walk home together.

- ◆ Staff members will escort the walkers to three different areas around the school.
  - One group will be escorted across the driveway next to the daycare
  - One group will be escorted to the crosswalk where the crossing guard stands
  - One group will be escorted to the far entrance by the front driveway. Staff members will help any student who needs to cross the street. Parents can then meet their child at a predetermined location to continue the walk home if they so choose.
- Change of Way Home
  - ◆ Please make sure your child's teacher knows whether your child is riding a school bus, daycare 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 or call the office no later than 2:00 p.m.**
    - **Please do not ask your child to communicate a change of way home.**  
This is to ensure that the message reaches the teacher in time for dismissal.

**Note: All traffic exiting the front driveway must turn right onto Wildhorse Parkway.**

## ATTENDANCE

- Absences -
  - ◆ Compulsory Attendance Law
    - Students must attend school 90% of the school year.
    - All absences count. If a student has more than 17 total absences, they are at risk for not being promoted.
  - ◆ Notification
    - If your child is absent, please call the school before 8:30 a.m. We ask that you do this for your child's safety. We will ask you the reason for the absence.
    - When your child is absent, **within 3 school days send a note or email, per child, to the teacher upon his/her return with the reason and date for the absence.** The attendance secretary keeps a record of all absences on file.
  - ◆ Absences are either excused or unexcused.
    - Excused absences are:
      - Illness
      - Religious Holiday
      - Death in the immediate family
      - Medical Appt with note from medical facility
    - Unexcused Absences
      - Family vacations
  - ◆ Excessive Absences
    - A student's parent will be notified in writing if the student has been absent without excuse on three days or parts of days within a four-week period. The notice will request a conference between school officials and the parent to discuss the absences
  - ◆ Tardies -
    - After 7:45 a.m. arrival, students are considered tardy
    - Arrival between 7:45-8:00 a.m., students will be given a tardy slip as they come into the foyer. Students will take this slip to the classroom teacher so they can mark them tardy.

- Arriving after 8:00 a.m., students who are tardy must be accompanied by a parent to the office for a tardy slip. **Please do not send your child in after 8:00 a.m. without an adult.**
- ◆ **Early-out**
  - **Between 2:40-3:00 pm** students will not be able to be pulled from class due to transitioning from class to dismissal locations. We ask that you wait until 3:00 pm or pull your child closer to 2:30 pm if necessary.
- Make up Work-
  - ◆ When requesting homework for students who are ill, please call before 8:30 a.m. on the 2nd day of absence.
  - ◆ Teacher will be given time during the day to collect materials and permit parents to receive the materials at the end of the 2nd school day.
  - ◆ Please do not request homework unless the student will be out more than one day.

## **BALLOONS/FLOWERS**

- The delivery of balloons and/or flowers to students in the classroom is prohibited.
- Students will be allowed to view the items in the office and take them home at the end of the school day.

## **FOOD AT SCHOOL/BIRTHDAY TREATS**

- Nutritional Guidelines-
  - ◆ 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.
    - This limitation also prohibits students from selling food fund-raising items to other students during the school day or extended school day.
    - These guidelines apply to field trips as well as activities provided during the extended school day, with two exceptions: school parties and a third special day as designated by the campus principal.
- Parties/Celebrations
  - ◆ Krueger will have three class parties-
    - Winter
    - Valentine's Day
    - End of Year.
- Birthday Treats
  - ◆ Options
    - Non-food Items:
      - Parents are encouraged to recognize their child's birthday with non-food items, such as pencils, erasers, stickers, etc.
    - Food items provided for classroom recognition of child's birthday
      - Parents may send **ONLY ONE** of the following food items to their child's classroom to recognize the birthday:
        - ◆ **STORE BOUGHT** cupcakes
        - ◆ **STORE BOUGHT** cookies
        - ◆ **STORE BOUGHT** individually wrapped items

- ◆ Drop off of items:
  - **BEFORE SCHOOL DAY**
    - ALL BIRTHDAY related non-food or food items may be directly taken to the classroom or can be delivered to the front office if the teacher is not available during the time you are dropping off your child
  - **DURING THE SCHOOL DAY**
    - ALL BIRTHDAY related non-food or food items should be delivered to the office, and the teacher will come to the office to get the items.
- ◆ Consumption
  - Treats may not be eaten in the cafeteria and should be passed out to the children at the end of the school day so as to limit disruption to instructional time.
- ◆ Allergies
  - Please contact the classroom teacher for possible student food allergies and if you do not want your child to eat birthday treats from classmates.
  - Consider providing an alternative treat so that your child may participate in the birthday celebration.
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## MEALS

### → Breakfast

- ◆ Breakfast begins at 7:10 a.m. and ends at 7:40 a.m.
- ◆ Breakfast for students is \$ 1.00 while adults cost \$ 3.30.

### → Lunch:

- ◆ Lunch times vary according to grade levels.
- ◆ Lunches begin at approximately 10:20 a.m. and end at approximately 12:30 p.m
- ◆ Student lunches cost \$2.10 while adult lunches cost \$5.00.
- ◆ The District provides campus menus on the [nisd.net](http://nisd.net) website.
- ◆ Parents are welcome to join their child for lunch.
  - Please check in at the front office and wear a *Visitor Badge* before going to the cafeteria.
  - Parents are asked to sit at the Visitor's table with **only their child** as there isn't enough room at the class table.
  - Please inform the office if someone other than the legal guardian will be joining your student for lunch.

### → Free/Reduced Lunch Forms

- ◆ Forms were sent home in each student's first-day packet.
- ◆ Parents must apply every year.
- ◆ If you apply for this, please fill out the form carefully and completely to avoid delay. Should you qualify for free or reduced lunch, that status does not begin the day you turn in the forms. The status starts the day our cafeteria receives notice from the Food Service department. Applications are available on line for faster processing.
- ◆ <http://www.schoolcafe.com/Northside>

## 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. Positive discipline is our theme here at Krueger.
- Every Krueger student will have a Pride Folder. This folder serves as a communication tool between the school and the home. Student behavior is documented and sent home weekly for a parent to sign. It is important that this folder be signed and returned to school promptly. 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 eight rules found on the Northside report cards:
  - ◆ 1. *Completes work in a reasonable time frame*
  - ◆ 2. *Stays on task*
  - ◆ 3. *Works well with others*
  - ◆ 4. *Treats others with respect*
  - ◆ 5. *Listens to and follows directions*
  - ◆ 6. *Accepts and fulfills responsibilities*
  - ◆ 7. *Follows school and classroom rules*
  - ◆ 8. *Demonstrates appropriate grade-level behavior*
- We expect all students to follow these rules. During the first few days of school, each rule will be reviewed for full understanding. Students will learn that if they choose to break a rule, generally, the following system will apply:
  - ◆ 1. *Warning/Reminders*
  - ◆ 2. *Loss of Privilege (folder mark)*
  - ◆ 3. *Parent Contact*
  - ◆ 4. *Office referral*

Please read the **2024-2025 Northside Student-Parent Handbook** carefully and become acquainted with the District policies regarding student behavior, student dress code, attendance, and other district policies. “Serious first offenses” and “other serious offenses” (fighting, use of profanity, possession of weapons or harmful substances, insubordination, and assault or threat of assault) have district-defined consequences, which include the student being removed from the school property on the first occurrence if deemed appropriate by school administrators. Please review these guidelines with your child; it is important that our students understand them. *The Student-Parent Handbook can be located at: [www.nisd.net](http://www.nisd.net).*

## DRESS CODE AND STUDENT GROOMING GUIDELINES

### → Dress

- ◆ General overall guidelines
  - A type of athletic shoe is strongly recommended for PE classes.
  - All clothing must be modest and reflect the importance of education.
  - Clothes may not be significantly oversized. “Sagging” and “bagging” is prohibited.
  - All pant items are to be worn at the waist.
  - Clothing, including headgear, cannot have written derogatory statements that put down self or others or encourage the use of drugs and violence.



- Steel-toed boots/reinforced toe shoes are specifically prohibited.
- Roller-skate shoes are not allowed at school.
- Please encourage your child to refrain from wearing clothing, jewelry, accessories, etc., that may become disruptive to the learning environment.
- ◆ Shirts
  - NO Muscle shirts, backless blouses, spaghetti straps, halter-tops, see-through garments, cut-off tee shirts, or midriffs may not be worn
- ◆ Shorts
  - Must be mid-thigh in length
  - NO cutoffs, exercise/bike shorts or tights may be worn.
- ◆ Skirts
  - All types of skirts, or skorts must be at the mid-thigh level
  - Skirts must be long enough to cover the major part of the thigh when seated.
  - Shorts must be worn under dresses or skirts for PE classes and must be longer than the shorts.
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Please refer to the [2024-25 NISD Elementary Student-Parent Handbook](#), for further information.

### **HOME ACCESS CENTER (HAC):**

- HAC allows parents access to student's grades and attendance.
- When the school year begins, access to HAC will be found on the NISD webpage: Parent Access Center Classroom teachers update student grades at least once a week.

### **INSURANCE:**

- School accident insurance forms will be sent home in the first day packet.

### **LEGAL DOCUMENTS:**

- By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children specified within the court orders.
- Sometimes, the court order will also state certain conditions regarding the child/children that the school should be aware of so that the school can follow these conditions.
- The school MUST HAVE A CURRENT COPY OF THE COURT ORDER ON FILE. Otherwise, either parent may check the child out of school with proper identification.

### **LOST AND FOUND:**

- Clothing articles and lunch boxes are kept on a cart outside of the cafeteria.
- Small articles such as glasses and jewelry are kept in the office until claimed.
- Children should make an inquiry concerning items as soon as possible after they are lost. Please do not allow your child to bring expensive articles to school.
- Coats, caps, sweaters, lunch boxes etc. should be marked with the child's name to facilitate their return to owners in case they are lost.
- At the end of each school year, all remaining unclaimed items are donated to local charities.

## **MEDICAL:**

### → Medical Release and Emergency Information

- ◆ It is required that we have current emergency information on every student.
- ◆ It is very important that you notify the school, in writing, when you have a change of address or telephone (home or business) or if there is a change in the name or telephone number of the person to be contacted if you are not available.

### → Medication

- ◆ ***All medication must be taken to the school clinic and will be dispensed from the clinic.***
  - ***(Please call the school nurse at 397-3859 for specific details).***
  - ***No over-the-counter medications are allowed at school unless given permission by students' physician order.***
- ◆ Short term medications
  - May be administered by appropriate school personnel at school upon written request from a parent or guardian.
  - Over the counter medications must be brought to school in the original labeled bottle and are good for two weeks only.
- ◆ Long-term medications
  - May be given only if a special medication form is completed by the attending physician and the medication brought in a properly labeled prescription bottle.
  - The special medication form must be filled out each school year.

## **PARENT / GUARDIAN COMMUNICATION:**

### → Parent / Teacher Communication

- ◆ General Guidelines
  - Good communication between home and school is the key to a successful year.
  - Staff members can be reached by email, phone calls or the Remind App.
  - Staff members check their email, voicemail or Remind App before and after school and during conference periods when possible.
  - Our goal is to respond to all communication within 24 hours.
- ◆ Remind App
  - A communication tool that allows teachers to send texts and emails out to parents with important information regarding upcoming events or emergencies that may occur during a school day.
  - You will be provided information from your child's teacher on how to join for the school year.
- ◆ Conferences
  - All parents are requested to attend a conference by the end of the first grading period.
  - Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise.
  - A parent or teacher may request conferences any time during the school year. However, this initial conference must be pre-scheduled.
  - Conferences should be face-to-face when discipline or behavior problems are persistent or of a serious nature.
  - 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, feel free to call an administrator.

### → **School Wide Communication**

- ◆ School Messenger
  - NISD has an automated phone system. From time to time, you will receive messages regarding school-wide events, etc.
- ◆ Krueger Connection Parent Newsletter
  - Will be sent via school messenger every other week.

### **PERFECT ATTENDANCE:**

- We expect every student to be at school daily, and we strive for 100% school-wide attendance.
- Perfect attendance will be awarded to students at the end of each grading period that have not exceeded one tardy or one partial day absence during the grading period that is not categorized as a documented appointment with a healthcare professional.

### **ANIMALS / PETS:**

- Absolutely **NO PETS** are allowed on the school grounds unless they are considered a service pet.
- Many students have fears and/or allergies to pets. Please follow this rule for the safety and protection of all students, parents and staff.

### **PTA:**

- At Krueger we are striving to reach a goal of 100% faculty and parent enrollment!
- Please fill out the appropriate information, send in your dues and join in the enthusiasm, participation and team spirit PTA brings to our campus.

### **STAR Time:**

- STAR is an acronym for Students/Teachers Achieving Results.
- STAR is an additional 120 minute block of time set aside each week for students to read at their own personal reading level, as well as, receive small group interventions and tutorials.
- Tuesday-Friday from 7:55-8:25 am for grades K – 5<sup>th</sup>
- The entire staff (including administrators) is included in STAR time, so no staff member will be available for a conference at this time on these four days each week.

### **DISTRICT STUDENT - PARENT HANDBOOK:**

- Please take time to read the District Handbook and discuss it with your child.
- Please return the acknowledgment form in your child's First Day Packet. We are required to keep this page in your child's permanent record folder.
- The Northside Parent-Student Handbook can be located online [Elementary Parent Handbook](#). Contact the school if you need a hard copy.
- Please also review the Northside ISD Administrative Regulation for Acceptable Use Policy
  - ◆ Students are given access to computers, applications, databases, online resources and other technology resources for educational purposes. Your child will have access to the District's electronic communications system if you sign & return the form found in the first-week packet.

## **TELEPHONE USE:**

- As per district policy, cell phones must be turned off and kept out of sight during school hours.
- Students will be allowed to use the school and/or classroom telephone for emergencies only. Leaving homework at home is not considered an emergency.

## **TOYS AND OTHER GADGETS:**

- Toys, including electronic devices, may not be brought to school unless the teacher sends home a note (For example: show and tell, special events, Game Day, etc.).
- *Please note that the school is not responsible for lost or damaged items.*

## **TRAFFIC PATTERNS:**

- Front of School Driveway / Parking Lot
  - ◆ Parking Lot
    - The parking lot in the front of the building is for parents and visitors.
    - Please help us keep our streets and walkways safe by crossing at the crosswalks only.
  - ◆ Front Driveway
    - Student pick-up/drop-off will occur in the front of the school via the front driveway.
    - Be prepared to stop for our safety patrols' stop signs at crosswalks as well as the parking lot.
    - The front driveway is divided into two lanes:
      - One for student drop off/pick up
      - One that leads to the front parking lot for families wishing to park and enter the school.
- Back of School Driveway / Parking Lot
  - ◆ The parking lot located behind the school is for staff only.
  - ◆ School buses & daycare vans are the only vehicles allowed in the bus loop
- **General Safety**
  - ◆ Skateboards, Scooters, Hoverboard, or Bikes
    - On school property, students should get off their skateboard, scooter, hoverboard or bike and walk.
    - Failure to do so will result in a warning.
    - After one warning, the student will not be allowed to bring the item to school for a period of time.
    - If there is a situation after that, they will not be allowed to bring the item to school for the rest of the school year.
  - ◆ Adult Supervision of children
    - Children will not be allowed to walk across any street or parking lot without an adult escort.
  - ◆ Fire Lanes (red curbs)
    - Cars parked on the red curbs need to have a licensed driver behind the wheel at all times.
    - City laws require this and drivers found in violation of this policy can be issued a ticket. This rule is designed to allow for the quick removal of vehicles in case an emergency vehicle is needed to help assist in a crisis.

- ◆ Cell Phone
  - For the safety of our students, parents, and community members, do not use your cell phone while driving through the school zone.
- ◆ Jaywalking
  - Against the law and tickets may be issued by the Sheriff's Department or the NISD police.
- ◆ Wildhorse Parkway
  - Please observe the school speed limit signs along Wildhorse Parkway as well as **No Parking** areas.