



Kay Franklin Elementary School

9180 Silver Spot San Antonio, TX 78254

Phone 210-398-1700 ● Fax 210-257-3013

Brenda Trigo Gallardo
Principal

Juan D. Perez
Associate Principal

Dr. John Craft
Superintendent

Dear Kay Franklin Families:

Welcome to the 2023-2024 school year! We look forward to making this year a very positive experience for you and your child. We are confident that the partnership between our Kay Franklin staff and parents will ensure a wonderfully successful year for your child.

It gives me great personal pleasure to welcome you to our campus. I look forward to meeting all of our new families and visiting with our returning families. We demonstrate overall excellence thanks to the high degree of commitment and involvement from our faculty, parents, and community members. We will work diligently together to guarantee our students are fulfilling the mission and vision we have established as a school community.

We look forward to a successful school year! Let's Start Strong Colts!

Sincerely,
Brenda Trigo Gallardo, Principal

KAY FRANKLIN ELEMENTARY STRATEGIC FRAMEWORK

Mission

EVERYDAY, IN EVERY CLASSROOM, WE COMMIT TO TRANSFORM THE LEARNING EXPERIENCE FOR ALL STUDENTS BASED UPON THEIR INDIVIDUALIZED NEEDS.

Vision

EVERY STUDENT WILL GROW IN CONFIDENCE, CURIOSITY AND CAPABILITY IN ORDER TO MAXIMIZE THEIR POTENTIAL AT KAY FRANKLIN ELEMENTARY.

School Motto

"START STRONG, STAY STRONG, FINISH STRONG!"

Core Beliefs

TEACHERS HAVE THE MOST IMPACT ON STUDENT ACHIEVEMENT FOLLOWED BY CAMPUS THE CAMPUS COMMUNITY.

MEANINGFUL RELATIONSHIPS AMONG STUDENTS, FAMILIES, EDUCATORS, AND THE COMMUNITY ARE VITAL TO STUDENT SUCCESS.

EACH STUDENT DESERVES A QUALITY EDUCATION WHICH HONORS THEIR VOICE AND PREPARES THEM TO ENGAGE, CONTRIBUTE, AND SUCCEED.

STUDENTS' HEALTH, SAFETY, ENGAGEMENT, CHALLENGE, AND SUPPORT IS DIRECTLY LINKED TO THEIR ACADEMIC ACHIEVEMENT AND FUTURE SUCCESS.

PUBLIC SCHOOLS ARE ESSENTIAL TO FOSTER COMMUNITY AND DEVELOP ENGAGED CITIZENS.

Please follow us on Facebook and Twitter!

Twitter: @NISDFranklinES



Facebook:
Kay Franklin Library
Kay Franklin Elementary PTA
Kay Franklin Elementary School



This first section contains NEW Campus Procedures for the current school year. Please read and let us know if you have any questions.

STUDENT DISMISSAL OPTIONS:

At the end of the school day students will be dismissed in one of the following ways:

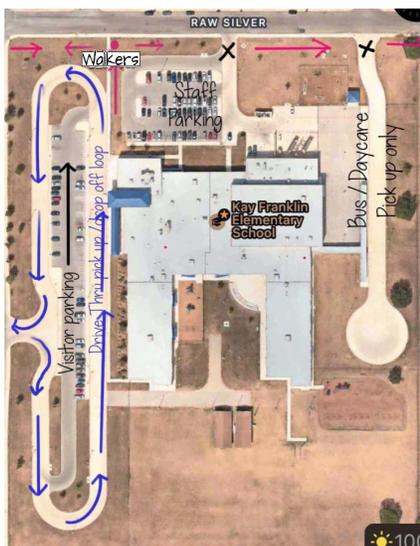
- School Bus Rider- eligible home addresses only
- Learning Tree After School Care
- Daycare Bus
- **Student Walker** (dismissed at the front of the school, sidewalk leading to Raw Silver St.)
- Parent Pick Up - via vehicle in the front of school through the pick up lane or physical adult to adult exchange at the front of school waiting area.

Please communicate with your child's teacher what end of day dismissal method will be most appropriate for your child.

"Student Walkers" will be dismissed at the front of the school, sidewalk leading to Raw Silver St by the Little Free Library. Parents may wait for their "student walker" by the flagpole/little free library waiting area. Students will not be allowed to access Raw Silver St. through the bus loop. If your child will be a "student walker," please be sure you review safety expectations for using sidewalks, safely crossing the street, walking in the intended direction, and going straight to their destination. There is a crossing guard at the corner of Silver Spot/Raw Silver. There will *not* be a designated crossing guard to assist students who walk home independently anywhere else. Be sure to share your family expectations if your student will be a "student walker" this school year.

Again, please be aware we will no longer have "back walkers" leaving school through the bus loop as this created unsafe situations for our students. All students that will be walking home on their own will be classified as "student walkers" by the classroom teacher.

During dismissal, we highly encourage families to remain in their vehicle at front pick-up to avoid unsafe, unnecessary crowding. If you do get out of your vehicle, please park in a designated parking spot, **use crosswalks**, and ensure you check out your child from their teacher.



MORNING ACCESS PASS

The "Morning Access Pass" provides building access from 7:00-7:40AM.

Beginning Tuesday, September 5th, all visitors entering the school building starting at 7:00AM will need to sign in via our Raptor System or pick up your "Morning Access Pass" from school staff at the school entry point.

Visitors who plan to be on campus on a regular basis (dropping off your child in the classroom during morning drop off, eating breakfast, etc.) are eligible for a "Morning Access Pass."

The following criteria must be met by all individuals seeking a "Morning Access Pass":

- Raptor System Check- all individuals must stop by the front office between the hours of 7:00-3:45PM during the first week of school, at Meet the Teacher, August 24th from 4:30-6:30PM, & during our Parent Orientation Sessions, Tuesday, September 12 from 4:30-6:45PM to run your ID through our Raptor System. You must present your ID **DAILY** before obtaining your "Morning Access Pass."
- Complete a Background Check using the following link:
<https://www.nisd.net/community/volunteer-mentor>

During the 7:00-7:45AM timeframe beginning, Tuesday, September 5th, visitors entering the building will show their ID daily to our staff members in the front foyer entry area. The visitor will then be provided their "Morning Access Pass" to enter the school building. It is the visitor's responsibility to turn in the "Morning Access Pass" to our staff member upon exiting the school building. School aged students should show their school ID.

During the beginning of the school year and heavy request times, the background check system is delayed as many district families are completing the background check so please be patient and plan accordingly. Once the background check is cleared your "Morning Access Pass" will be ready for you at the school entry point.

CAFETERIA: Breakfast and Lunch Visitors

We are excited to welcome parents back into our cafeteria during their designated child's lunch period. The community lunch table will be located on the Stage so please be careful when you access this location. When eating with your child, no other children are allowed to sit with you, other than your own child. There will be a designated table for visitors. Visitors will be required to sign in with the front office and obtain a visitor badge. Parent visitors are NOT permitted to visit with students that are not their own children. If a situation occurs with another child, please make contact with the adults on duty to report the concern.

NISD CHILD NUTRITION DEPARTMENT

Our Child Nutrition is launching SchoolCafe... which will help connect families to school nutrition. This is a single location for all your cafeteria needs. Scan below to get started! For additional information, visit the Child Nutrition website at: <https://www.nisd.net/schools/menu>



When your child is absent a note must be provided to the teacher with your child’s full LEGAL name and date of absence explaining the reason your student was out.

BIRTHDAYS

No day is more special than the one on which your child was born! Birthdays will be recognized in the classroom and morning announcements. Parents are welcome to send easy-to-serve treats to be shared at the end of the school day or when the teacher plans for the brief celebration. Balloons and other birthday gift deliveries are not permitted. Parents must communicate birthday plans with your child’s teacher in advance so plans can be made.

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We are excited to welcome parents back into our cafeteria during their designated child’s lunch period. The community lunch table will be located on the Stage so please be careful when you access this location. When eating with your child, no other children are allowed to sit with you, other than your own child. There will be a designated table for visitors. Visitors will be required to sign in with the front office and obtain a visitor badge. Parent visitors are NOT permitted to visit with students that are not their own children. If a situation occurs with another child, please make contact with the adults on duty to report the concern.

CAFETERIA: MEALS AND MEAL RESTRICTIONS

NISD will resume meal service based on student eligibility. Parents must fill out a New Free & Reduced Meal Application <https://www.schoolcafe.com/NORTHSIDE>

If you need to reach our Cafeteria Manager, Donna Keener, please email her at caf193@nisd.net or call (210) 398-1735. If there is a consistent need for restriction to be placed on your child’s account (for example, you do not want your child to purchase snacks/desserts), simply contact Ms. Keener and this can be annotated in your child’s account. Please communicate food allergies and other meal restrictions with the classroom teacher, school nurse and/or cafeteria manager.

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PARKING LOT PROCEDURES

When dropping off or picking up your student we encourage families to stay in their vehicles and use the front loop (entrance on Silver Spot and right lane closest to the school) to load or unload students. For the safety of all who come onto our campus please do not drop your student off in the front parking lot *unless* you will be parking in a designated parking spot. The drop off/ pick up lane is not designated for parking and exiting your vehicle. If you are in need of entering the school, please park your vehicle in our visitor parking lot (front of the school) and use the door closest to the right of the building.

For the safety of all students, no one should be dropped off or picked up in the staff parking lot or the back bus loop (located on Raw Silver St). Our NISD Campus Police Officer will ticket individuals who enter the staff parking lot to drop off their children. This parking lot is coned off and should only be used by school staff.

Continued Kay Franklin ES Campus Procedures

AFTER SCHOOL CARE

The Learning Tree program is offered at Kay Franklin Elementary. The campus provides the facilities but does not intervene with registration, discipline concerns, or management matters. Please contact the Learning Tree Staff at 398-1731 with questions or concerns.

ATTENDANCE & Attendance Incentive

Attendance is extremely important for all students to be successful in school. The instructional school day begins at 7:45 A.M. Children arriving after 7:45 A.M. are tardy and must go to the office to obtain a tardy slip. **STUDENTS ARRIVING AFTER 8:00 A.M MUST BE SIGNED INTO THE BUILDING BY AN ADULT.** For more information, refer to the district student handbook regarding Student Supervision and Dismissal.

A child who is not present at 9:00 A.M. is counted absent for the day. A child who arrives after **9:00 A.M.** must be accompanied by the parent to the school office and must provide the school a written note explaining the reason for the student’s absence.

CELL PHONE USE BY STUDENTS

Students may bring cellphones to school, but they must remain turned off in their backpacks. Students may not carry their cell phones on them, at any given time, or use their phone during school operating hours. Violation of this expectation will be handled by the classroom teacher. If further non-compliance occurs by the student, administrative action will be taken. Cell phones may be used before the student enters the building or after dismissal when the student has exited the building. If parents need to communicate information with their child, please call the school office (210)398-1700. All classrooms have a phone available for us as needed.

CLASSROOM VISITS

There may be a time when the parents of a student may want to visit their classroom during the school year. All visits to individual classrooms during instructional time (7:45 A.M -3:00 P.M) shall be permitted *only* with the principal's approval ahead of time and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment.

DISMISSAL PROCEDURES

The dismissal bell rings at 3:00 PM.

After the bell rings, teachers and staff escort students to the appropriate dismissal location (bus loop, front parent loop, Learning Tree classroom, etc.).

Parent Pick Up students via a vehicle will be escorted to the front of the school and will remain with a teacher along the front covered walkway or inside the building on rainy days until dismissed.

We encourage all families to remain in their vehicle and use our right drive thru pick up lane to avoid unsafe, unnecessary crowding. If you do get out of your vehicle, please park in a designated parking spot, use crosswalks, and ensure you check out your child from their teacher.

All families will be provided a vehicle hang tag at the beginning of the school year. If using the parent pick up lane, ***please have your child's name and grade level written clearly on your hang tag as this will help expedite the dismissal process for everyone.*** Families picking up students will display their car hang tag to allow the campus staff member to see the students being picked up. You will be asked to move up to the next available car sign spot Car 1, Car 2, Car 3, etc. until Car 8. Please fill all open car spots to maximize our car lanes. Your student(s) will be brought out to your vehicle. NEVER park and leave your car unattended in the parent pick up/drop off lane.

Parent walk-up is limited to families walking to and from school, not to those in a vehicle. Staff members will release "student walkers" in the direction of the sidewalk to begin walking towards Raw Silver St. If your child will be a "student walker," please be sure you review safety expectations for using sidewalks, safely crossing the street, walking in the intended direction, and going straight to their destination. There is a crossing guard at the corner of Silver

Spot/Raw Silver. There will *not* be a designated crossing guard to assist students who walk home independently anywhere else. Be sure to share your family expectations if your student will be a "student walker" this school year.

Learning Tree students will be taken to the cafeteria/designated classroom with their assigned adult.

EARLY NOTIFICATION OF DISMISSAL CHANGES

Please notify your student's teacher of any change to their dismissal plan in writing. Our goal is to ensure every child gets home safely, and having a consistent dismissal plan and communicating any changes to that plan well in advance is imperative. If the teacher has not received notification from a parent/guardian regarding the dismissal change before 2:00 PM, the student will be sent home according to the plan on file with the classroom teacher.

Extra curricular activities will be advertised via morning announcements, teacher announcements, and our Colts Connected email message system. Be on the lookout for these activities.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities such as Flight Club, Solar Cars, Young Astronauts, etc. will be advertised via morning announcements, teacher announcements, and our Colts Connected email message system. Be on the lookout for these activities.

EARLY PICKUPS

Early pick up is discouraged and considered a partial day absence under the state compulsory attendance laws. If your student must leave before 3:00 P.M, the parent must come to the office to have the student released. Students will only be released to individuals listed on file and proper identification will be required.

GUIDANCE & COUNSELING PROGRAM

The Kay Franklin Guidance Program offers many services that assist students in acquiring and maintaining knowledge and skills necessary for healthy social, emotional, career, and personal development. These skills are taught during guidance classes. In addition to classroom guidance, counselors meet with students individually or provide support in small groups. Consulting with teachers and parents regarding concerns about their children is also one of the counselors' responsibilities. Please contact our school counselors Laura Donnel (398-1725) and Liza Bazan-Orta (398-1726).

PARENT TEACHER ASSOCIATION (PTA)

The Kay Franklin Parent-Teacher Association extends a cordial welcome to all parents, family, and community members. All are urged to join and participate in the organization's activities throughout the year. PTA encourages families to volunteer their time at school. There are many ways parents may volunteer including mentoring students, helping teachers make instructional materials (copies), and/or serving as a room parent or field trip chaperone. All parent volunteers must complete a background check and be cleared prior to volunteering. Sign up available at <https://www.nisd.net/community/volunteer-mentor>

If you are interested in serving on the Kay Franklin ES PTA Board please reach out to:

kfptapresident@gmail.com kfptatreasurer@gmail.com
kfptasecretary@gmail.com for more information.



The graphic features four headshots of PTA board members arranged in a 2x2 grid. To the right of the photos is a graphic with a string of clothespins holding signs that say 'We need you' and icons of people. Below this is a list of PTA Board Positions waiting to be filled by you.

 PTA President Stephen Nordstrom kfptapresident@gmail.com	 Treasurer Devon McLeod kfptatreasurer@gmail.com
 VP of Membership Brittany Young	 Secretary Stasha Langer kfptasecretary@gmail.com

PTA Board Positions waiting to be filled by you:

- VP of Fundraising
- 5th grade Promotion Ceremony Chair
- VP of Programs

PARKING LOT PROCEDURES

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For the safety of all students, no one should be dropped off or picked up in the staff parking lot or the back bus loop (located on Raw Silver St). Our NISD Campus Police Officer will ticket individuals who enter the staff parking lot to drop off their children. This parking lot is coned off and should only be used by school staff.

PICK UP DURING THE SCHOOL DAY

When a parent needs to pick up their child from school, upon arrival please head into the building's main lobby. Parents should be ready to share the following information with the office staff at the window: child's legal name, the teacher's name, and the reason for the pick-up. Office staff will check the photo identification to ensure the child is released to an authorized individual and sign out the student. Please wait in the lobby for your student to arrive.

RECESS

All students have 20 minutes of daily recess. Classroom teachers will monitor students to ensure student safety.

SAFETY DRILLS

Fire, Lock-down/Active Threat, Evacuation, Shelter in Place (Weather & HAZMAT) drills are practiced throughout the

school year at scheduled and unscheduled times.



SNACK TIME

Students are allowed to enjoy a healthy snack in the classroom as scheduled by their classroom teacher. Snacks may not be shared and must be provided by the parent. We ask families to be sensitive to students with food allergies in your child's classroom.

SPIRIT DAY:

Every Monday is SPIRIT DAY

We want our students to *"Start Strong"* and give their full effort at the beginning of every learning week. All students are encouraged to wear school colors or their school spirit shirt each Monday.

Every Friday is "FAN FRIDAY/COLLEGE DAY"

We want our students to *"Finish Strong"* at the end of every week by sporting their favorite college/university/high school t-shirt. The skills mastered throughout their week of learning will help them achieve their goal of attending a college/university after high school graduation. Dream Big!

Families may also choose to celebrate "FAN FRIDAY" and show their support of our NISD community by wearing their Sotomayor Wildcat or Folks Stallions gear (or other NISD school)! We are Team Northside! One Team. One Vision!

STAY CONNECTED

It is our professional obligation to keep parents informed of their child's progress and behavior. Teachers utilize multiple means of communication methods such as telephone calls, notes, conferences, progress reports, emails, newsletters, etc.

Parent conferences are encouraged throughout the school year and are to be pre arranged at the request of the parent or the teacher. All parents will be invited to a conference sometime during the month of October or November for a Fall Conference. A mid-year and end of year conference will be scheduled with families as needed. Building a positive partnership between home and school is our priority. Please know that our teachers and staff truly care about your child and want to work with you to ensure your child's success.

Grades Via HAC (Home Access Center) [HAC](#) is another means of staying connected. The HAC allows parents to view information regarding their child's grades and attendance.

Colts Connected Email messaging system will be used on a weekly basis to share upcoming events.

SCHOOL HOURS

School office hours are 7:00 AM-3:45 PM Monday-Friday. Building access is allowed at 7:00 AM so please wait to drop off your student(s) until then. Children arriving after 7:45 AM are considered tardy. A parent dropping off a child after 8:00 AM will need to accompany them to the front security window and obtain a tardy slip to admit the child to class.

SCHOOL MESSENGER

NISD has an automated communication system that allows us to send out emails, phone calls, and text messages. School messenger is used to send out weekly reminders as well as communication regarding school safety (i.e. power outages, lockdowns, etc.) Parents must sign-up for this service at the NISD Parent Connection page <https://nisd.net/parent-connection>

Every week, we will send out a **COLTS CONNECTED** message through our district School Messenger system. This email, phone call, & text message keeps you connected and informed with the various campus events and information. In order to receive these messages you should have an email, home phone, and cell phone number in our district system. We have already sent correspondence with our COLTS CONNECTED message system this school year. If you have not received an email, phone call at (home or cell phone number), please call the school so we can help you set these contacts up.

STUDENT ARRIVAL

Upon arrival, all students will be sent to the cafeteria. Hallway double doors will be closed until 7:15 AM. Students will wait in the cafeteria until 7:15. The tables closest to the serving line will be designated for students eating breakfast. The tables closest to the gym entrance will be designated for the morning waiting area/designated hallway from 7:00-7:15AM. Students will be released to their grade level waiting area at 7:15AM. Classroom teachers will teach and model these expectations during the first two weeks of school. Younger students will be escorted to their classrooms as needed by staff or our Colt Guides.

At 7:40AM, the first bell (warning/prep bell) will ring. Students will begin to make their way to the classroom. At 7:45AM, the instructional start bell/tardy bell will ring. Students should be in their classroom preparing for instruction by 7:45AM. Morning check in and announcements begin promptly after the 7:45AM bell.

ECC students will utilize the side entrance by the teacher parking lot that leads to their classroom from 6:50-7:00 AM, after 7:00 AM all students will be directed to the main entry doors.

Students arriving by bus will enter the building through the bus loop entrance. All students will enter the cafeteria for breakfast or morning waiting area. Active monitoring will take place to ensure student safety.

Please support our learning environment by ensuring your children are dropped off before 7:40 AM.

All doors will be locked and the only access to the school after 7:40 will be through the front office. Staff will be at the back bus loop from 7:00-7:40 to give students access into the building. At 7:40, students will need to access the building through the front. There will be no staff to open the doors and the doors will be locked.

All exterior gates will be locked at all times.

STUDENT DELIVERIES

We ask that all deliveries (such as forgotten items) to the classroom to be kept at a minimum to ensure quality learning time. Please deliver items to the front lobby, where you will be asked to leave the item on the designated table and complete a tag for your student's items. If you are wanting to drop off items for your student's birthday, please make prior contact with your students' teacher for approval.

STUDENT DEVICES

Students are allowed to bring their own device (i.e. tablets, cell phone) to campus. If a student brings their own device, it will have to be turned off and left in their backpack. Students are not to use their device during school hours unless arrangements are made with the classroom teacher. We ask that if you need to make contact with your child, please do so by contacting the front office. Students will be allowed to use their device during dismissal once they exit the building. Additional information on students bringing their own devices can be found in the Elementary Student Handbook on page E-6.

STUDENT DISMISSAL OPTIONS:

At the end of the school day students will be dismissed in one of the following ways:

- School Bus Rider- eligible home addresses only
- Learning Tree After School Care
- Daycare Bus
- **Student Walker** (dismissed at the front of the school, sidewalk leading to Raw Silver St.)
- Parent Pick Up - via vehicle in the front of school through the pick up lane or physical adult to adult exchange at the front of school waiting area.

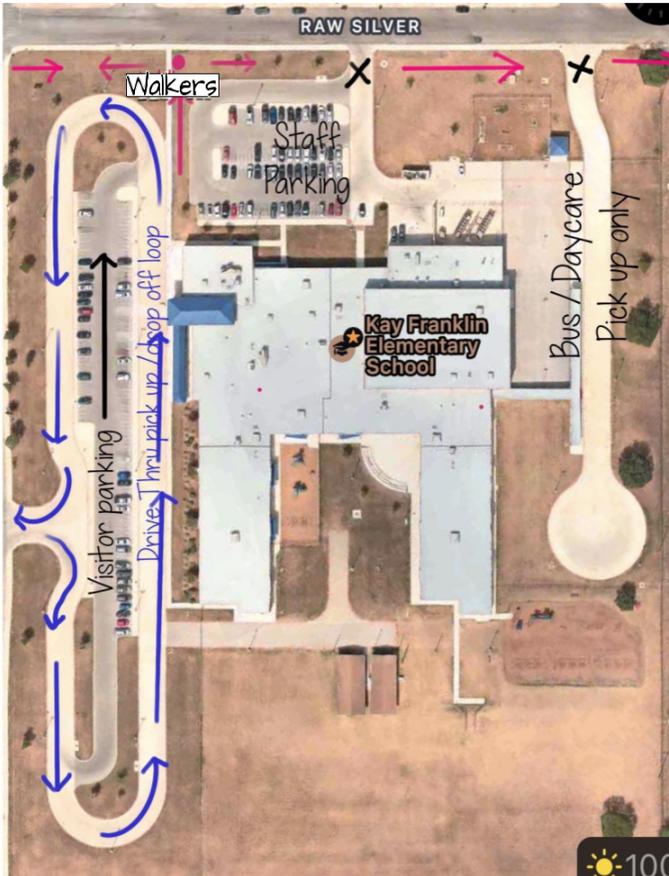
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Again, please be aware we will no longer have "back walkers" leaving school through the bus loop as this created unsafe situations for our students. All students that will be walking home on their own will be classified as "student walkers" by the classroom teacher.

During dismissal, we highly encourage families to remain in their vehicle at front pick-up to avoid unsafe, unnecessary crowding. If you do get out of your vehicle, please park in a

designated parking spot, use crosswalks, and ensure you check out your child from their teacher.



ALL VISITORS must present a picture ID that will be scanned through our Raptor System every time you visit our campus. No one will be allowed to enter the building without an ID. Scanning will be from 7:00-3:00PM.

Our Kay Franklin Staff will be on duty during the first week of school to help teach, practice and model morning routines and expectations for our students. After the first week of school, we ask that you allow our staff and student Colt Guides to assist your child as needed upon entering the school building.

QUESTIONS OR CONCERNS

If you have questions or concerns directly related to your child's interactions in their classroom, we ask that you speak directly to your child's teacher first before coming to an administrator. Your child's teacher will be the first point of contact as they are the most informed person when it comes to your child. If the matter cannot be resolved at that level, you are free to call or email an administrator. Please allow 24-48 hours for your teacher or an administrator to respond to your communication.

Campus Support Directory

Administration:

Brenda Gallardo, Principal
Brenda.Gallardo@nisd.net

Juan D. Perez, Associate Principal
Juan-d.Perez@nisd.net

Front Office Staff:

Brittany Nordstrom, Principal Secretary
210-398-1700
Brittany.Nordstrom@nisd.net

Layna McKinney, Attendance Secretary
210-398-1700
Layna.McKinney@nisd.net

Corina Rodriguez, Office Clerk
Chriselda Velasquez, Office Clerk

Ashley Parker, RN, School Nurse
210-398-1709
Ashley.Parker@nisd.net

Support Staff:

Liza Bazan-Orta, School Counselor
210-398-1726
Liza.Bazan-Orta@nisd.net

Laura Donnel, School Counselor
210-398-1725
Laura.Donnel@nisd.net

Wendi Gover, Technology Support Specialist (webmaster)
Wendi.Gover@nisd.net

Katherine Guerra, Librarian
210-398-1734

Teacher Conference Times

Early Childhood/ECSE	11:30-12:15
Kinder	11:00-11:45
1st Grade	9:20-10:15
2nd Grade	10:10 - 10:55
3rd Grade	12:15-1:00
4th Grade	1:10-1:55
5th Grade	2:00 - 2:45

*Conference times for discovery teachers (Art, Music, PE and STEM Lab) will vary. You may email these teachers directly to set up a parent conference.

Art- Daniel.Kavanek@nisd.net

Music- Deanita.Garcia@nisd.net

PE- Jennifer.Sandera@nisd.net

STEM Lab- Andrea.Zelenak@nisd.net

VISITORS & PROCEDURES for SIGN-IN using the RAPTOR SYSTEM

Given our continued safety & security protocols and for security purposes, all parents and visitors to our school campus must sign in and check in at the campus administrative office, list the reason for the visit, and display his or her driver's license or other government-issued form of photographic identification prior to proceeding elsewhere on campus.

Katherine.Guerra@nisd.net

Donna Keener, Cafeteria Manager
210-398-1735
caf193@nisd.net

Christine Mascorro, GT/Enrichment Specialist
210-398-1700 x3102
Christine.Mascorro@nisd.net

Alison Messick, Special Education Campus Coordinator
210-398-1727
Alison.Messick@nisd.net

Vanessa Pierce, Reading Specialist
210-398-1720
vanessa.pierce@nisd.net

Nicole Romero, Math Specialist
210-398-1700 x3104
Nicole.Romero@nisd.net



REMINDER:

No School

HAPPY
LABOR DAY



**Monday,
September 4, 2023**



9180 Silver Spot, San Antonio, 78254
2023-2024

ECSE/ECC: (following Early Childhood Supply List)

- 1 Backpack
 - 1 Nap mat & small blanket or towel for resting (ECC only)
 - 2 - 10 Count Box of washable markers
 - 2 - 24 Count box of crayons
 - 1 - 8 oz bottle of school white glue
 - 2 Large glue sticks
 - 2 Packs of (4 counts) play-dough
 - 2 Large tissue boxes
 - 1 Pair of blunt-tip scissors
 - 1 Set of watercolor paints (8 color, washable)
 - 1 Plastic/vinyl folders with pockets and brads
 - 1 Box Zip bags [Boys - quart size, Girls - gallon size]
 - 1 Extra change of clothes
- Some supplies may need to be replenished during the school year*

PRE-KINDERGARTEN

- 1 Standard size Backpack (No wheels)
 - 2 - Boxes regular crayons (24 count)
 - 2 Pkg. washable markers (10 count)
 - 2 Large tissue boxes
 - 2 Glue Sticks
 - 2 Packs of (4 counts) play-dough
 - 1 Blunt scissors
 - 1 Set of Watercolor Paints (8 colors, washable, with brush)
 - 1 Spiral Notebook (60-100 pgs)
 - 1 Plastic/Vinyl Folders with brads & pockets
 - 1 - 8oz Glue bottle
 - 1 Box of Zip bags (gallon-girls, quart-boys)
 - 1 Complete change of clothes
 - 1 Rest/Nap Mat or Towel
- Some supplies may need to be replenished during the school year*

KINDERGARTEN

- 1 Backpack (No Wheels)
 - 1 Blunt Scissors (label with name)
 - 2 Boxes Regular Crayons (24 count)
 - 1 Set of Thick Washable Markers (8 count)
 - 4 Jumbo Glue sticks
 - 2 Bottles of Glue
 - 1 Box #2 pencils sharpened (24 count);
 - 2 Set of Watercolor paints (8 colors w/ paint brush)
 - 1 Composition Notebooks wide ruled
 - 3 Vinyl Folders with brads and pockets (2 blue, 1 green)
 - 2 Large Boxes of Tissues
 - 1 Box of zip lock bags (boys: quarts; girls: gallon);
 - 1 Plastic School Box (5x8)
 - 1 Change of clothes (underwear, shorts, shirt and socks)
 - 1 Box of Colored Pencils (24 count)
 - 1 over the head headphones, no ear buds
- supplies may need to be replenished during the school year*

FIRST GRADE

- 1 Backpack (No Wheels)
 - 1 Scissors
 - 24 pencils (2 packs)
 - 2 Boxes regular crayons (24 colors)
 - 1 Set of thick washable markers (8 Count)
 - 2 Jumbo Glue sticks
 - 2 8oz glue bottles
 - 2 Plastic/Vinyl Pocket Folders with brads (1 Red,, 1 blue)
 - *2 Composition notebook (wide ruled)
 - *3 Spiral notebooks (wide ruled, 60-100 sheets 1 Red, 1 Green, 1 blue)
 - 2 Large boxes of tissues (200 count)
 - 1 Box of Zip bags: Girls: Gallon Size Boys:Quart Size
 - 1 plastic school box
 - 1 Extra change of clothes
 - 1 set of earbuds/headphones
- Some supplies may need to be replenished during the school year*

SECOND GRADE

- 1 Pair of scissors
 - 2 Boxes of crayons
 - 4 Jumbo glue sticks
 - 24 Regular pencils- #2
 - 5 Spiral notebooks
 - 1 Packages of notebook paper
 - 3 Plastic Folders with pockets and brads (red/blue/green)
 - 1 Plastic supply box
 - 2 Large boxes of tissues
 - 1 Box of Zip bags bags (boys gallon, girls quart);
 - 2 Composition journals (wide rule)
 - 1 Box of washable markers (thin)
 - 1 Backpack (No wheels)
 - 1 set of earbuds/headphones
 - 1 pocket folder (plastic)
 - 2 Large erasers or 1 pack of pencil top erasers
- Some supplies may need to be replenished during the school year*

THIRD GRADE

- 1 Backpack (No Wheels)
 - 5 Pocket Folders with brads ALL VINYL/PLASTIC 1 Red, 1 Yellow, 1 Blue, 1 Green
 - 8 Composition Journals (wide ruled)
 - 24 # 2 Pencils (no mechanical pencils)
 - 1 package pencil top erasers
 - 1 package of index cards
 - 1 Scissors
 - 2 Box of crayons (24 count)
 - 1 Box of colored pencils
 - 1 Set of markers (thin)
 - 2 Large boxes of tissues
 - 1 Large fabric pencil Pouch for Binder
 - 4 Glue sticks
 - 1 set of earbuds/headphones
 - 1 Box of Zip lock bags (boys gallon, girls quart);
- Some supplies may need to be replenished during the school year*

FOURTH GRADE

- 1 Three Ring Binder (1/2 inch)
 - 2 Packages of wide-rule notebook paper
 - 4 Folders with pockets and brads- 1 of each; red, blue, green, yellow
 - 2 Composition Journals (wide ruled)
 - 8 Spiral notebooks (60-100 pages, 2 of each: red, blue, green, yellow)
 - 24 Pencils #2 (no mechanical)
 - 1 Scissors
 - 1 Box of crayons (24 count)
 - 1 Box of colored pencils
 - 1 Set of skinny washable markers
 - 1 Pencil pouch (No Boxes)
 - 2 Large boxes of tissues
 - 1 Bottle of School Glue (8 oz.) or 4 glue sticks
 - 2 Highlighters
 - 1 Box of storage bags: Girls: quart Size/ Boys: Gallon Size
 - 1 backpack (no wheels)
 - 1 set of earbuds/headphones
- Some supplies may need to be replenished during the school year*

FIFTH GRADE

- 1 Backpack (No Wheels)
 - 3 folders with Brads
 - 7 Composition Journals (wide ruled, 1 Yellow, 1 Red, 2 green, 2 Black, 1 Blue)
 - 2 Pkg. Notebook paper (wide ruled);
 - 24 Pencils #2 (no mechanical pencils);
 - 1 Set of colored pencils
 - 1 Pencil pouch or Boxes
 - 2 Eraser or 1 package of pencil top erasers
 - 1 Scissor
 - 4 Pack of glue sticks
 - 2 Large boxes of tissue;
 - 1 Box of zip lock bags: Girls: Quart Size/ Boys: Gallon Size;
 - 1 Yellow Highlighter
 - 1 set of earbuds/headphones
- Some supplies may need to be replenished during the school year*

ALE

- 1 Backpack (No wheels)
 - 1 Vinyl folder w/brads and clear front pocket
 - 1 set of water color paints
 - 1 Pkg. washable markers (thick, 8ct)
 - 1 Glue bottle (8oz)
 - 2 large boxes of tissues
 - 1 pack highlighters
 - 1 Box of zip lock bags: Boys: Quart Size/ Girls: Gallon
 - 1 plastic ruler
 - 1 pack 3X5 index cards
 - 1 pack colored pencils
 - 1 extra change of clothes (underwear, socks, shirt and shorts)
- **Composition Books not needed****
- Some supplies may need to be replenished during the school year*

****School supplies may need to be replenished by the parent throughout the school year as needed.***



SAFETY FIRST 2023-2024



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

COMMON LANGUAGE

The Standard Response Protocol utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

**“In Your Room or Area.
Clear the Halls.”**

Students are trained to:

- Clear the hallways and remain in their room or area until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

“To a Location”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults



SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults



® STANDARD RESPONSE PROTOCOL PARENT GUIDANCE

SECURE

“Get Inside. Lock outside doors”



Secure was formerly called Modified Lockdown, and the actions are the same. It is called when there's something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or

nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a Secure condition is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”

A Lockdown is called when there is something dangerous



inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

A drill is used to create the “muscle memory” associated with a practiced action. There is no simulation of an event, simply performing the action.





SAFETY FIRST

2023-2024



® STANDARD RESPONSE PROTOCOL

INFORMACIÓN PARA LOS PADRES

LENGUAJE COMÚN

El Protocolo de Respuesta Estándar (SRP por su sigla en inglés) utiliza un lenguaje común claro al mismo tiempo que posibilita la flexibilidad en el protocolo.

La premisa es simple: El protocolo SRP se basa en las siguientes acciones: Hold (esperen), Secure (protejan), Lockdown (acceso bloqueado), Evacuate (evacuen) y Shelter (busquen resguardo).



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

Se capacita a los/las estudiantes en lo siguiente:

- Permanecer en el área hasta que se indique que la situación se ha resuelto
- Continúen con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Cerrar la puerta y echen la llave
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



SECURE! (Lockout) (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.

Se capacita a los/las estudiantes en lo siguiente:

- Regresar adentro
- Continuar con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Llevar a todas las personas adentro
- Echar llave a las puertas exteriores
- Mantener la alerta sobre lo que ocurre en su entorno
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



LOCKDOWN! (¡CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

Se capacita a los/las estudiantes en lo siguiente:

- Desplazarse a un lugar donde no se les vea
- Guardar silencio
- No abrir la puerta

Se capacita a las personas adultas en lo siguiente:

- Llevar a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
- Echar llave a las puertas interiores
- Apagar las luces
- Desplácense a un lugar donde no se les vea
- No abrir la puerta
- Guardar silencio
- Contar a los estudiantes y a los adultos
- Prepararse para evadirse o defenderse



EVACUATE! (¡EVACUEN!)

(Es posible que se especifique un lugar determinado)

Se capacita a los/las estudiantes en lo siguiente:

- Evacuar a un lugar determinado
- Llevarse sus teléfonos
- Cuándo se proporcionarán instrucciones sobre si deben llevarse o dejar sus pertenencias

Se capacita a las personas adultas en lo siguiente:

- Dirigir la evacuación a un lugar determinado
- Contar a los estudiantes y a los adultos



SHELTER! (¡BUSQUEN RESGUARDO!)

Riesgo y estrategia de seguridad.

Los riesgos pueden incluir:

- Tornado

- Materiales peligrosos
- Terremoto
- Tsunami

Las estrategias de seguridad pueden incluir:

- Evacuar a un área resguardada
- Sellar el salón
- Agacharse, cubrirse, agarrarse
- Dirigirse a terreno elevado

Se capacita a los/las estudiantes en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo

Se capacita a las personas adultas en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo
- Contar a los estudiantes y a los adultos



® STANDARD RESPONSE PROTOCOL

INDICACIONES PARA LOS PADRES/ GUARDIANES

SECURE (PROTEJAN)

“Vayan adentro. Echen llave a las puertas exteriores”



La orden de proteger se acciona cuando pasa algo peligroso fuera del edificio. Los/las estudiantes y el personal irán adentro del edificio y se echará la llave a las puertas exteriores. Es posible que la escuela muestre un cartel que indique que el edificio está bajo protección (Building is Secured) en las puertas de entrada o en las ventanas cercanas a la misma. Dentro, se continuará con la actividad rutinaria.

¿Deberían los padres ir a la escuela cuando ocurra una situación de protección?

Probablemente no. Durante una situación de protección se hará todo lo posible para seguir con las clases de forma normal. Además, es posible que se pida a los padres que se queden fuera durante una situación de protección.

¿Qué pasa si los padres tienen que ir a buscar a sus hijos/as?

Según la situación, es posible que dejar salir a los estudiantes suponga un riesgo. Si las circunstancias evolucionan, podría cambiarse la orden de situación de protección a entrada vigilada o salida controlada.

¿Se notificará a los padres cuando se active una situación de protección?

Cuando la situación de protección sea breve o el riesgo de carácter no violento, como por ejemplo un animal silvestre en el patio de recreo, es posible que no sea necesario notificar a los padres mientras la situación de protección se mantenga activada.

En caso de situaciones de mayor duración o peligro, es posible que la escuela haga saber a los padres de familia que se han incrementado las medidas de seguridad.

LOCKDOWN (CIERRE DE EMERGENCIA)

“Echen llave, apaguen las luces, escóndanse”

La orden de poner en marcha un cierre de emergencia se acciona cuando pasa algo peligroso dentro del edificio.

Los estudiantes y el personal han sido instruidos para que accedan o se queden en un salón al que se le pueda echar la llave y permanezcan en silencio.

El cierre de emergencia solo se inicia cuando hay un peligro activo dentro o muy cerca del edificio.

¿Deberían los padres ir a la escuela cuando ocurra un cierre de emergencia?

Durante un cierre de emergencia la inclinación natural de los padres es dirigirse a la escuela. Aunque se entiende perfectamente, puede ser un problema. Si existe un peligro dentro del edificio, las autoridades policiales responderán a la situación. No es probable que se permita a los padres acceder al edificio o ni siquiera al campus escolar. Si un padre o madre de familia ya se encuentra en la escuela, se le pedirá que participe en el cierre de emergencia.

¿Deberían los padres enviar mensajes de texto a sus hijos/as?

La escuela reconoce lo importante que es la comunicación entre los padres y sus hijos/as durante una situación de cierre de emergencia. No obstante, los padres deben saber que durante el periodo inicial de un cierre de emergencia es posible que enviar textos a sus padres sea demasiado arriesgado para los/las estudiantes. Una vez que la situación se resuelva, se le pedirá a los estudiantes que comuniquen a sus padres información actualizada de forma regular.

En algunos casos, es posible que se evacue a los estudiantes y se les lleve a un lugar fuera de la escuela para que se reúnan con los padres.

¿Se harán simulacros no anunciados?

Es posible que la escuela realice simulacros no programados, no obstante es sumamente desaconsejable realizar simulacros sin aviso previo. Estos se conocen como simulacros no anunciados y pueden causar preocupación y estrés innecesarios.



Los padres/madres de familia deben saber que la escuela informará

siempre de que se trata de un simulacro durante el aviso inicial.

Es importante explicar la diferencia entre un simulacro y un ejercicio. Un simulacro se usa para crear “memoria muscular” asociada con una acción practicada. No se hacen simulaciones de situaciones, solo se realizan las acciones. Un ejercicio simula una situación actual para probar la

capacidad del personal y el equipo.

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