



Northwest Crossing Elementary

Parent Bulletin

August 24, 2009



Shirley Thompson, Principal

Paul Moreno, Vice Principal

Message from the Principal

Dear NWC Families:

Welcome to the 2009-2010 school year! I hope you and your family had a wonderful summer! The staff and I are looking forward to seeing many familiar faces and meeting our new Cardinal families and students.

As we begin the new school year, we are honored to announce that we are a Texas Recognized campus. We thank our students, parents and teachers for their hard work on the TAKS tests last year.

This year, Northwest Crossing is privileged to become a Title One campus. We will be receiving Title One Stimulus funds which will allow us to purchase additional research based intervention programs to help our students achieve. Please read the Title One Parent Involvement Information document that is included in the First Day Packet and the new Teacher, Student, Parent Compact. We ask that you and your child review and sign the compact and return it to your child's teacher along with the first day items by Friday, August 28th. Teachers will review Title 1 law, its requirements and the Teacher, Student, Parent Compact at parent orientation.

Once a month you will receive a parent bulletin which will contain a variety of information that will help keep you and your child informed about important events at NWC. Please take a few minutes to read each item. Today's newsletter provides you with an overview of Northwest Crossing's policies and procedures.

We value and appreciate your support as we embark on an exciting new year of learning.

Sincerely,
Shirley Thompson

Northwest Crossing's Policies & Procedures

SCHOOL HOURS: The official school hours are from 7:45 a.m. to 2:45 p.m. We ask that students not arrive at school before 7:15 a.m. nor be left at school after 3:00 p.m.

NEW VISITOR CHECK-IN PROCEDURE: Beginning September 1, 2009, Northside ISD will begin implementing a new security system. It is called the Raptor System. With the Raptor System, we are better able to control who is in the building, therefore keeping your child as safe as possible.

If you are coming to visit, you must enter through the front office doors. These doors are the only way into the building during the instructional day between 7:45 and 2:45.

All visitors will be required to sign in at the front office by scanning their Drivers License, Military ID or any state issued ID. Once the ID is scanned, an immediate background check is done. Then a visitor's badge will print. No one will be allowed to move beyond the office area without the visitors badge at any time. There will be no exceptions. This includes parents who are coming to school to volunteer or have lunch with their child. When leaving the campus you must also sign out in the office, and leave your badge.

Prior to the Raptors implementation parents must continue to sign in and out at the front office in the visitors notebook and receive a visitors badge.

We appreciate your patience and understanding.

ATTENDANCE: Attendance is extremely important for all students to be successful in school. The school day begins at 7:45 a.m. and ends at 2:45 p.m. Punctuality is very important. Children arriving after 7:45 a.m. are tardy. Tardy notices will be issued in the classroom until 8:00 a.m. Students arriving after 8:00 must come to the office before going to the classroom. Students may only have one tardy in each grading period to be eligible for perfect attendance ribbons. A child who is not present at 9:00 a.m is counted absent. If students arrive late because of an appointment with a health care professional, they will not be counted absent, as long as they present a note from the health care professional.

All students must bring a note when they return from an absence. If the student does not bring a note the absence is counted as unexcused. It is recommended that all health appointments be made after school releases at 2:45 p.m. if possible. For more information please refer to the district Student-Parent Handbook.

Arrival and Dismissal Procedures

MORNING DROP OFF PROCEDURES: All Bus students, Day Care Students, PreK, Kinder and 1st grade students should be dropped off at the main entrance of the school. All students in grades 2, 3, 4, and 5 should be dropped off at the library entrance of the school. When dropping off your children, we ask that you pull up in a single lane along the red curb to let your child(ren) out of the car. Student patrols and teachers will be there to assist students safely into the building. The left lane must be left open at all times to facilitate the flow of traffic. Please remember to obey school speed zones and to drive carefully in the school parking lots.

If you choose to walk your child into the building, please park in the parking lot in the front of the school. The parking lot by the library entrance is for faculty parking only.

AFTERNOON PICK-UP PROCEDURES: Our after school student pick up system requires cooperation and consideration. We ask that you adhere to the following requests when you arrive to pick up your child (ren) from school.

Parent Pick-Up (car riders) – Pre-Kinder and Kinder students will be escorted to the stage. Pre-K and Kinder parents will need to park in the front parking lot and pick up their children from the stage in the cafeteria.

Parent Pick-Up (car riders) - Students in 1st through 5th grades will be picked up at the library entrance. Please enter the drive-through from the northbound lane on Dover Ridge **ONLY**. Please pull forward as far as possible, double lane. Teachers will bring your child (ren) to your car as quickly as possible. We request that each

parent picking up a child write their name(s) and grade on a sheet of poster board and display it in the front window of their car. It should be written large enough so that the staff members on duty can easily read the name(s) and immediately call for the student(s). Please use this system all year. (Poster Board will be provided)

- **Bus Riders** will be escorted to their buses.
- **Day Care** students will be escorted to the cafeteria to await their Day Care vans.
- **Prime Time** students will be escorted to the gym.
- **Front Walkers – (Gallery Ridge), Back Walkers – (Weybridge), and Bike Riders** will be escorted out of the building to the sidewalk at Dover Ridge.

Parents may not pick up their children from the classrooms. For safety reasons, our hallways need to be clear for dismissal. Please wait for your child/children at the front entrance.

Please send a note to your child’s teacher or notify the front office no later than noon if your child is going home differently than his/her usual way. If a student does not have a note, or we have not received a call, he / she will be sent home according to the plan filed with the classroom teacher.

Please do not e-mail this information to a teacher, or leave a message on the teacher’s voicemail, as the teacher could be absent that day. Substitutes do not have access to the teacher’s e-mail or voicemail

EARLY PICK-UP: If your child must leave school earlier than 2:45 p.m. parents must come to the school office and sign their child out. **Students will only be released to individuals listed on the emergency health card and proper identification will be required.** For the safety of all children, we will not release students to individuals who are not on the emergency health card or individuals who do not have proper ID. It is therefore important for parents to update the medical emergency card information as changes occur.

Please note that Early Sign-Out is considered a partial-day absence.

BIKE RIDERS: Students who ride their bikes must park them, lock them in the bike rack and immediately go to their prescribed areas. Bike riders must walk their bikes while on the school grounds.

SCOOTER AND SKATE BOARDS: Students may ride scooters to school but they must walk them on the school grounds. Scooters / Skateboards must be secured in a student’s back pack during the school day. **If they cannot be secured in the back pack then they may not come to school.**

STUDENT SAFETY: The staff of NWC is very concerned about the safety of our students both coming to and going home from school. Please remind your children to walk on the sidewalk and to look both ways for cars before crossing a street. **Students that cross Dover Ridge should do so only where there is a School Crossing Guard.**

PRIME TIME: After-school childcare is available in the school cafeteria through the YMCA Prime Time program. Prime Time is not a District sponsored organization. They provide childcare from 2:50 p.m. to 6:30 p.m. and there is a charge for their service. For more information you may contact them at 520-9700. The program at NWC has a direct phone number that can be used during Prime Time business hours. The number will be provided to parents when they register their children.

CAFETERIA - Breakfast and Lunch Information

CAFETERIA: The cafeteria serves breakfast and lunch every school day. Breakfast is served from 7:10 a.m. until 7:35 a.m. If a child is not in line for breakfast by 7:35 a.m. they will not be able to have breakfast at school. Cafeteria meal tickets may be purchased from the cafeteria manager or you may purchase them online at www.nisd.net / Parent Connection. If you purchase cafeteria meals for your child and do not wish for them to use the cafeteria ticket to purchase ice cream or desserts please let Erica Castorena, cafeteria manager, know and she will enter that into the computer so that your child can only purchase meals with their cafeteria ticket.

Student lunches cost \$1.75. Milk can be purchased for \$.35. Breakfast costs \$.90, which can be paid with a meal ticket as well. Unused money on the account will be refunded at end of the year at the parent's request. Students may also bring their lunch. Any parent wishing to fill out a Free/Reduced lunch form may pick one up in the front office.

LUNCH TIME VISITORS: Parents and grandparents are welcome to have lunch with their child. All visitors must sign in at the office and get a visitor badge. Parents may bring lunch to their child, but due to the State's nutrition policy, parents may not bring in food for other students in the class. **Special Guest Tables** have been designated for family members who come to have lunch with their child. For safety reasons, only the child of the guest may join him/her at the Guest Table.

FOOD ALLERGIES: Any student who suffers from food allergies should contact the school nurse, the classroom teacher, and the cafeteria manager. The school nurse will consult with the district physician on an individual basis as to the best procedure for that student to follow.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV): Parents can continue to choose the type of food they send to school for their own child, but may not send food for other students.

COMMUNICATION

NEWSLETTERS / WORK FOLDERS: Monthly calendars and newsletters from the principal are sent home at the beginning of each month announcing important events. Weekly / Biweekly newsletters are sent home by the classroom teacher. If you do not receive the calendar and newsletter, please ask your child and/or call the school for another copy. Each grade level will send home sample work packets and behavior folders on Fridays.

CONFERENCES: Close communication between parents and teachers is essential for student success. We encourage parents to work closely with teachers offering support and input to help students learn to their highest potential. Conferences are encouraged throughout the school year as questions or concerns arise. All teachers will arrange a conference during the first grading period. Most parents want face to face conferences, while others prefer phone conferences due to working schedules. Please feel free to inform your child's teacher which method works best for you.

It is to everyone's advantage that you discuss your concerns with the teacher or parties involved before calling an administrator. If the matter cannot be resolved at this level, you are free to call an administrator. A parent or teacher may request a conference any time during the school year, however, these conferences must be prescheduled. The teacher cannot be expected to stop instruction to the class when a parent arrives unexpectedly. Conferences must be face to face when discipline problems persist or the behavior is of a serious nature.

TELEPHONES / CELL PHONES:

Students will be allowed to use the school telephone for emergencies only. Situations considered an emergency for students are forgetting a house key, or glasses. Homework, field trip permission forms, and wanting to go to a friend's house after school are not considered emergencies. We request that you do not ask for your child to be taken from class instruction to receive a phone call unless it is an emergency.

If your home or work phone number changes, please notify the school office immediately. It is imperative that we have current phone numbers in case of illness or emergency.

Student cell phones must be turned off and kept out of site as per NISD's Student / Parent Handbook.

Dress Code

All clothing must be modest and reflect the importance of education.

1. Shorts may be worn to school. In grades 3-5 they should be no more than four inches above the top of the kneecap. This also applies to skirts, dresses and culottes. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
2. Clothes may not be significantly oversized.
3. Tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.
4. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sagging" or "bagging"). Tight fitting pants, (e.g., tights, Spandex, bicycle pants) are also prohibited.
5. Cut-offs and intentionally frayed pants are also prohibited.
6. Indecent /inappropriate patches, writings, or drawings on clothing are prohibited.
7. Headwear must not be worn in the building.
8. Hair must be neat and clean. Unconventional colored, multi-colored, spiked, Mohawk or shaved designs in the hair are not permitted.

Please keep in mind that students have recess everyday and go to PE every other day. Rubber soled shoes or tennis shoes are the safest shoes for your child to wear. If students are wearing a skirt or dress on PE days they may wish to wear shorts under their skirt. Please make sure that all tops/shirts extend past the top of your students pants, shorts, or skirt when they lift their arms. Exposed midriffs in PE are not appropriate. Please refer to page D-7 in the District's Student Parent Handbook or contact the office if you need additional information on standardized dress requirements

Discipline

The purpose of the discipline plan is to provide students a learning atmosphere that is free from disruptions and the threat of harm from others. The staff at NWC believes that the way to achieve the school climate and student behavior necessary to maximize learning is to set expectations, and impose natural, logical consequences. Our school-wide rules and behavioral expectations were developed by the staff using the Texas Behavioral Support Initiative format. A copy of these rules can be found in your first day packet. We feel that all students need to be Safe, Respectful and Responsible. The discipline plan at NWC emphasizes recognition, special privileges, and rewards for students who display satisfactory citizenship and work habits. Among these privileges are special recognition on the NWC Morning News.

- If a student is **NOT** following citizenship/work habit rules the teacher supervising the student will document the infraction in his/her folder.
- If a student **IS** following the citizenship/work habit rules, he/she may receive a positive written remark, stamp, sticker, or happy face in the folder.
- The folders will go home on Fridays for parents to sign. Students who earn an E or S in citizenship **and** work habits on the report card participate in special recognition on the NWC Morning news.

Students will be immediately referred to the office administration for the following:

- Profanity/ abusive language.
- Repeated disruptive behaviors (four marks in one day).
- Endangering self and/or others. (including laser pens, shock pens)
- Extreme behaviors/severe disruptions.
- Loss of student folder for the third time.

Along with NWC's Rules and Behavioral Expectations the guidance classes will continue to incorporate the **"Six Pillars of Character" and Right Choice Lessons** their guidance lessons. The "Six Pillars of Character" are Caring, Trustworthiness, Respect, Fairness, Citizenship, and Responsibility

Your support and encouragement for all the students and faculty here at Northwest Crossing is appreciated. Thank you for helping make NWC a safe and positive learning community.

Medical Information

MEDICAL RELEASE AND EMERGENCY INFORMATION: It is very important that we have current emergency information on every student. Please notify the school when you have a change of address or telephone number (at home or business) and if there is a change in the name of the person to be contacted if you are not available.

MEDICATIONS: For the protection of all students, we have some very strict rules regarding medication to be given at school.

- Antibiotics and other short term medication may be administered at school upon written request from parent or guardian. Medication must be brought to school in the original prescription labeled bottle, container, or package.
- Long term medications may be given only if a special medication form is completed by the attending physician and the medication is brought in the properly labeled prescription bottle. Special medication forms may be obtained in the nurse's office.
- All medications must be in correct prescription bottles or container, not in an envelope or piece of paper or zip-lock bag.
- Medication must be delivered to the clinic by a parent.
- Aspirin or non-prescription drugs are not dispensed at school.
- All medication must be taken directly to the nurse's office. There will be no medications kept in the classroom nor may the child give himself/herself medication.
- Any medical condition that may impair or potentially cause a crisis needs to be documented and kept in the school clinic.
- **THERE WILL BE NO EXCEPTIONS TO THESE RULES.**

Please contact Mrs. Echavarria, our school nurse, at 397-0600 if you have any questions or concerns.

Special Events / Birthdays

BIRTHDAYS: Classroom teachers recognize student birthdays in a variety of ways. Parents may send pencils, stickers and other **non food items** to school for their child's class to help celebrate their birthday at school. Parents may send cupcakes in the morning to be distributed at a time the teacher fills is most appropriate for their class. Cupcakes may no longer be distributed during lunch or at the end of the day. **According to NISD policy, balloons or flowers may NOT be delivered to the students' classroom during the school day.**

INVITATIONS: Teachers or students may not pass out invitations to select children. Either all the class must receive one or all the boys or all the girls must receive one. This is done for a good reason, it is never pleasant to be the one who is uninvited.

SCHOOL SUPPLIES / SPIRIT SHIRTS / VALUABLES / ANIMALS

School Supplies: Supply lists are available in the office and on the web at www.nisd.net. All items can be purchased at neighborhood stores except for school planners for grades 3 -5. Planners may be purchased in the school office for \$5.00.

School Spirit Shirts: School spirit shirts are available in the school office for \$10.00, cash only please. School spirit shirts can be worn every day but our designated school spirit day will be on Friday. We encourage everyone to purchase a school spirit shirt and show their **Cardinal Spirit**.

TOYS, GADGETS, WEAPONS, VALUABLES / ANIMALS

TOYS / GADGETS / DANGEROUS WEAPONS: Toys, stuffed animals, playground equipment, soccer balls, and or basketballs may not be brought to school. Your child is always encouraged to bring books to read. No one may bring a weapon or toy item associated with weapons for any reason any time. Fireworks, firecrackers, or poppers may never be brought to school. Boy Scouts may never bring their Boy Scout knives to school. Water guns may not be brought to school. Students who bring weapons to school may be automatically suspended from school or referred to the Alternative Education Program. Please, seriously review all of the above with your child.

RECESS: Each grade level established a recess schedule. Students are asked not to bring their own basketball, football, or other play equipment from home for recess.

VALUABLES: Every year people ask me about wearing jewelry to school. My best answer is always that if it is valuable to you, it is best kept at home. Many times a necklace, ring, or earring is lost on the playground and never seen again. **CD PLAYERS, IPODS, VIDEO GAMES must not come to school.**

ANIMALS ON CAMPUS AND IN THE CLASSROOM: Animals may not be brought on the school grounds unless a teacher makes a specific request and the administration approves. Animals brought to school are to remain in the crate/container/cage. **Dogs are not allowed on campus—even leashed or handheld.**

Volunteers

PALS - PARENTS ASSISTING IN LEARNING: Please consider becoming a PAL. Parents are encouraged to volunteer their time at school. There are many ways parents may volunteer. Some ideas are to tutor students, help teachers make instructional materials, making copies, serve as a room parent and/or field trip chaperone. If you are interested in serving as a parent volunteer you must complete a volunteer background check form. This form can be found in your first day packet or you may fill it out online at <http://www.nisd.net/schools/volunteer>. **All volunteers must be cleared prior to serving as a parent volunteer.**

Field Trip Chaperones: Parents who attend or chaperone a NISD field trip must be cleared through a NISD volunteer background check. **These volunteer background checks must be completed and cleared each school year by anyone who wishes to volunteer at school or chaperone a NISD field trip.** You may find the online volunteer background check form at <http://www.nisd.net/schools/volunteer>. Depending on the field trip location the number of attendees /chaperones may be limited. If you are interested in attending or chaperoning the field trip please talk to your child's teacher in advance of the field trip.

PARENT TEACHER ASSOCIATION (PTA): All parents are encouraged to join the Northwest Crossing PTA. Membership is \$ 6.00 for the school year.

PARENT INVOLVEMENT AND SCHOOL ADVISORY COMMITTEE: Northwest Crossing Elementary will be selecting parents, community members and business members for our Parent Involvement Committee and our School Advisory Committee. If you are interested in serving on one of these committees, please call Mrs. Thompson at 397-0600 for more information.

Upcoming Events

- 8/24 – First Day of School – Boo Hoo Breakfast for Pre-K & K parents in Library
- 9/1 – Parent Orientation:
Pre-K & K: 6:00 p.m. / 1st grade: 6:35 p.m. / 2nd grade: 7:10 p.m.
- 9/2 – Parent Orientation: 3rd grade 6:00 p.m./ 4th grade 6:35 p.m. / 5th grade 7:10 p.m.
- 9/8 – PTA Ice Cream Social: 6:00-7:00
- 9/9 – School Night for Scouting
- 9/14 – Author Visit – Katie Speck
- 9/25 – School Fundraiser – Walk-a-Thon
- 10/1 – Individual Pictures – PPCD, Pre-K, K, 1 & 2
- 10/2 – Individual Pictures: Grades 3, 4 & 5
- 10/13 – PTA Meeting – 4th grade performs
- 10/14 – Bike Rodeo
- 10/24 – School Carnival
- 10/22 – Family Night:
6:00-7:00 p.m. – 3rd, 4th & 5th grades
- 10/28 – Character Counts Assemblies
- 10/31 – NISD NEF Walk/Run
- 11/10 – PTA Meeting – 3rd grade performs
- 11/12 – Family Night:
Kinder, 1st & 2nd Grades, 6:00-7:30 p.m.
- 11/30 – 12/4 – Book Fair