

Welcome to Helotes Elementary Elementary School 2023-2024



Dear Parents,

Welcome to Helotes Elementary and to the 2023-2024 school year. We look forward to the opportunity of making this school year a very positive experience for you and your child. We are confident that the partnership between the Helotes staff and Helotes parents will be a successful combination in ensuring a wonderful school year!

This packet of information is a supplement to the NISD Student–Parent Handbook. The Student-Parent Handbook is online at <http://www.nisd.net/schools/handbooks>. This packet will provide you with information pertinent to Helotes Elementary. We ask that you please review this information and the handbook carefully and discuss the contents with your child. The Helotes information packet should be used as a resource for information regarding campus policies, services, and activities. We are always available to answer any questions you may have.

We hope that you find Helotes Elementary School to be a school that strives to provide a happy and productive learning environment where everyone succeeds beyond their highest expectations!

Sincerely,

*Kasey Crick
Principal*

Helotes Elementary School 2023-2024

School Mascot: **Bulldogs**
School Colors: **Blue and Gold**



13878 Riggs Rd.
Helotes, TX 78023
Phone: (210) 397-3800
Fax: (210) 695-3827
www.nisd.net/helotes

Kasey Crick, Principal
Lindsay Kent, Assistant Principal

SCHOOL HOURS
7:45-3:00

STUDENT ARRIVAL

The school day officially begins at 7:45 a.m. and ends at 3:00 p.m. Certain staff members are on duty at 7:00 a.m. **For safety reasons, no child should arrive before 7:00 a.m.** Cafeteria employees, custodial staff, teaching staff, and administrators who arrive early are busy preparing for the day. Please support these efforts and consider your child's safety by refraining from dropping off your child before 7:00 a.m. If there is a change in the way your child is dismissed from school, please notify the teacher in writing AND call the office. Without notification BEFORE 2:30, the teacher will send your child home the usual way.

Students should be dropped off at the entrance closest to the cafeteria. Under no circumstances are students allowed to cross Riggs Road without parent supervision. Please do not drop your child off in the parking lot next to the cafeteria. Parents that wish to walk their child to the classroom may enter the doors by the office. Parents must exit the building no later than 7:45 AM in order for instruction to begin. We ask that parents do not enter classrooms to promote independence of the students.



In the mornings, students in all grades will wait in the cafeteria foyer between 7:00 a.m. – 7:10 a.m. At 7:10 all students K-5th grades will go to their respective hallways outside of their classrooms where they will read until the bell rings. Remember that when teachers pick up the students from the designated area, it will be time to leave your child in the capable hands of the teacher so your child can begin their day of learning. **If you need to speak to the classroom teacher about a question or concern or just need additional information, please contact the teacher via e-mail, DOJO or call to**

schedule a conference. Teachers need to be with their students in the mornings helping them to begin the morning routine. Any parents remaining at school after the 7:45 AM bell will need to report to the office to receive their visitor's badge and will need permission to remain in the building.

STUDENT DISMISSAL

- School dismissal time is 3:00 p.m.
- There are 4 ways students are dismissed: Car Rider, Bus Rider, Day Care Van, or Learning Tree.
- All changes to dismissal must be reported to the office no later than 2:30 each day. Please CALL the office to report any changes.
- Cars will line up after the buses. Please do not block the bus lane if you get here before the buses. Each student is assigned a number that the car MUST display when in the pick up line.
- "Parent Car Pick Up" Car Rider students will exit through the doors by the cafeteria once their numbers are called. Parent walk ups will be dismissed AFTER all car riders are dismissed.
- If your child is a Car Rider (parent pick up), please stay in your car and a staff member will bring your student/s to your vehicle. If you were given a car rider number for your windshield, please display that so staff can call names quickly. If you did not get one, please ask your child's teacher or the office for one. All students are assigned a number for dismissal. Please know your number and display it!
- We do not encourage parent walk ups. If you need to get your child early for an appointment, please call the office and let them know. This is a safety procedure.
- For safety, all pedestrians must cross at the designated crosswalk in front of the school.
- There are 2 daycares in our attendance zone that use NISD buses. If your child goes to one of those daycares, they are considered bus riders. Be sure the teacher knows that they are riding the NISD bus to the daycare. They should not go to the daycare dismissal lines that go to the daycare vans.
- Children have to be eligible to ride NISD buses. Students that are transfer students (for any reason) are not eligible to ride the NISD school bus (except for field trips).
- Check your student's bus number and pick up/ drop off times the weekend before school starts at: <https://www.nisd.net/schools/buses>. Times change frequently so please check back before the first day of school.
- Transportations phone number is 210-397-0900.

Remember- No phones in school zones and by law you should not pass a bus with the stop sign out. Thank you for your support of our school and the safety of our students!





TRAFFIC PATTERNS

In an effort to expedite the flow of traffic in the parent pickup lane, we have developed a traffic flow pattern under the advisement of the Northside ISD Police Department. **We ask that for the safety of our students and staff, you drive through the parent drop off lane and do not release your child in the parking lot or across the street.** Your patience with traffic during the first few weeks of school is appreciated. There will most likely be a large reduction in the number of parent pick-ups after this time period. However, please remember that our school is 100% bus eligible so please consider allowing your child to take the bus to and/or from school so that you may avoid the traffic lines.

VISITORS

Visitors are always encouraged and welcome at Helotes Elementary. Parent observations in the classroom are permitted with prior principal approval in extreme circumstances. Please note that all classroom observations are limited to 30-45 minutes and must be pre-arranged with the principal and the teacher. For security purposes, all parents and visitors must go through the office after 7:45 a.m. to sign in, show picture identification, and receive a visitor's badge. All visitors must present a picture ID that will be scanned for a background check. ***No one will be allowed in without a picture ID that has been scanned.***



ROOM ASSIGNMENTS

Some changes in initial placement may be necessary during the first few days of school. Many students have enrolled and we will find that some have moved without notifying us. Our enrollment numbers are unstable the first few days of school. Once we are more certain of our actual enrollment, class numbers may need to be adjusted. Should your child need to be changed to a different class, you will be promptly notified.



SCHOOL BREAKFAST AND LUNCH



Breakfast/Lunch tickets may be purchased in the cafeteria. Breakfast may be purchased from the cafeteria. You are encouraged to put money in your child's account. A student will not be denied the opportunity to have lunch. However, after three charges, a meal consisting of a cheese sandwich and milk will be provided until payment has been made. Children will be allowed to call home if they are in need of money on their accounts. Extra a la carte snacks will not be given to students that do not have money on their accounts (this is not the same snack as the classroom snack).

You are welcome to eat lunch with your child at any time. Please enter through the front doors, sign in at the office, and wear a visitor tag. Please go directly to the cafeteria to meet your child. Stopping by the classroom disrupts the routine at a difficult transition time. Teachers will appreciate your cooperation with this request. We ask that parents sit with their child at one of the visitor tables that we have designated in the cafeteria. By following this practice, you help ensure that all students have a spot to sit at their assigned cafeteria table. If you and your child sit at the parent table, please understand that other students are not allowed to join you due to space constraints and out of respect for other parents. We appreciate your understanding! Generally speaking, we have found that it is best to wait until after the first few weeks of school to visit for lunch. This allows us to establish routines with as little disruption as possible.

HELOTES SPIRIT DAY



We want students to be proud of their school, so every Friday is spirit day. Everyone is encouraged to wear our school colors, blue and gold. Spirit shirts may be purchased in the front office. Spirit shirts can/may be worn on field trips as well.

GRADING

All Northside Elementary campuses issue grades using a nine-week "Quarter" grading period. Report cards and progress reports are instrumental in providing parents with feedback as to student progress and mastery of the NISD Promotion Standards. In addition, 1st-5th grade parents are encouraged to visit the Home Access Center at <https://hac.nisd.net/HomeAccess/Account/LogOn> weekly to view your child's grades and attendance. Kinder students will be given progress reports and report cards after the first quarter. If you need assistance setting up your account or with learning how to navigate the HAC system, please contact the front office. One of our staff members will return your call and schedule a time to meet with you. If you have any concerns with grading or your child's learning, please contact your child's teacher first.



ATTENDANCE

Attendance is very important to your child's education. Excused absences include illness, death in the family, observance of a religious holiday, or weather/road conditions making travel dangerous. We must keep accurate data on all absences. Therefore, you must send a written note of each absence to your child's teacher within five days of the absence. This note should include the date, name of the child, specific reason for the

absence, and the parent signature. Without a parent note justifying a valid reason for the absence, the child's record will be marked with an "unexcused absence." A statement from the doctor may be requested to verify the illness or other condition that requires the student's extended absence from school that exceeds three consecutive school days. Attendance records are finalized daily at 9:00 a.m. A child who is not present at 9:00 a.m. is considered absent for that day, unless he/she has a doctor's note and returns to school on the same day as the doctor's appointment WITH a note from the doctor's office. A child is considered tardy if he/she is not in the classroom at 7:45 a.m.

Perfect attendance *may* be awarded each quarter to students who have not exceeded one tardy or one partial day absence not categorized as a documented appointment with a health-care professional, or at the end of the school year with 0 absences and **no more than 2 tardies total for the year.**

DISCIPLINE PLAN

At Helotes Elementary, we believe that good discipline is essential for learning. Discipline will be based on the seriousness of the offense and the frequency of misbehavior. The classroom teacher will work with all students/parents before sending students to the office to correct classroom disruptions, however, serious infractions could result in an immediate office referral and referral to the district hearing officers. Further information on district policies regarding discipline can be found in the district's Student-Parent Handbook. Please be aware that the state passed a new law that requires students to go to alternative school if they bring a vape to school.

DRESS CODE POLICY

Helotes dress code policy for students is in accordance with Northside's policy as explained in the Student-Parent Handbook. In grades 3-5, shorts, skirts, dresses, etc. must be long enough to reach the students fingertips when arms are by their sides. Any clothes that are suggestive or indecent or which cause distraction will not be permitted. Unconventionally colored, multi-colored, spiked or Mohawk hairstyles are specifically prohibited. Students are encouraged to wear rubber-soled shoes the day they have PE. For safety reasons, shoes with wheels are not to be worn.



PTA

The Helotes Parent-Teacher Association extends a cordial welcome to all parents and urges you to join and participate in the organization's activities throughout the year. Assisting our school through PTA benefits all children. [Join our Helotes PTA](#) here!

PTA sponsors the Watch DOG program for dads/ significant men and the Beyond Homeroom Moms for moms/ significant women. Please consider becoming one! Parents are encouraged to volunteer their time at school. There are many ways parents may volunteer including tutoring students, helping teachers make instructional materials, Xeroxing, and/or serving as a room parent or field trip chaperone. All parent volunteers must complete a criminal background check and be cleared prior to volunteering. Forms are available at <https://hrvolunteer.nisd.net/TempMod.nsf?Open> or you may come to the school library to complete the form online using one of the school's computers. Each parent volunteer must update their background check annually.

PARENT ORIENTATION NIGHTS

At the beginning of the school year, a "Parent Night" or "Parent Orientation Night" will be held. Teachers will cover many important aspects of their overall classroom organization at this time. In addition, parents will hear about their child's full day. The classroom meeting will take approximately 30 minutes. Your attendance and participation are vital. Teachers will send home reminders at the beginning of the year.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged throughout the school year as questions or concerns arise. All parents will be invited to a conference during the first semester. Some parents prefer face-to-face conferences while others prefer phone conferences; therefore, please inform the teacher of your conference preference. Also, 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, an administrator may be contacted. **A parent or teacher may request conferences at any time during the school year. However, these conferences must be pre-scheduled. The teacher cannot be expected to stop instruction when a parent happens by unexpectedly including in the morning drop off time and/or at lunch.** Also, team meetings are scheduled and it is very important that the full staff attend. If you drop by, you may find that the teacher cannot speak with you at that time. Conferences must be face to face when discipline or behavior problems are persistent or of a serious nature.



PARTIES AND BIRTHDAYS

Classrooms will have three class party days (as allowed by law). On these days, students are allowed to bring and eat food items which are not normally permitted. In addition, each classroom teacher will recognize birthdays. However, birthday parties will not be conducted. **Balloons or flowers are not permitted and should not be delivered to school.** If you want to send something with your child to celebrate birthdays, Helotes Elementary allows store bought cupcakes or doughnuts. Birthday party invitations may be distributed to classmates as long as all boys, all girls, or all students receive an invitation. It is never pleasant to be the one left out.

FOOD ITEMS

Parents may choose the type of food they send to school for their own child's lunch or snack, but may not send food or purchase food for other students on campus. Again, many students have severe food allergies to certain foods or ingredients. Parents are highly encouraged to send healthy snacks such as fruit, granola bars, pretzels, goldfish crackers, etc. as opposed to candy and chips. We will not accept food delivery from things like Uber or other food delivery services.



SCHOOL SAFETY

Every precaution is taken to ensure the safety of your child during official school hours. Periodic fire, tornado, and lock down drills are executed so that students learn proper safety procedures and adhere to all safety guidelines. A Crisis Management Plan is in place at all NISD campuses. Students will be made aware of the procedures to follow in case of a crisis. "Safety Drills" will be conducted throughout the year.

STUDENT ITEMS

Please put your child's name on clothing and school items so that they can be returned if they are found around the campus. There is a lost and found located outside of the cafeteria. In order to ensure the quality of the academic school day, certain items are only allowed at school with special permission from the teacher such as for an "electronics day" reward. Examples include any type of toy, personal iPads, electronic devices, games, or trading cards of any type. Please ask the classroom teacher for clarification and specific classroom policies. In addition, Chinese stars, toy guns, and other items that could be viewed and used as weapons are strictly prohibited. Consequences for bringing these items to school can lead to a placement in an alternative education program. If these items are brought to school, they will be collected and will remain in the administration office until a parent/guardian comes to pick them up. Items left at the end of the year will be discarded.



MEDICAL INFORMATION

The nurse is permitted to administer first aid only. The nurse does not diagnose illnesses, but takes notes of symptoms and notifies the parent of the observation. A child with a temperature will need to be picked up immediately. A student should be fever-free for a minimum of 24 hours before returning to school. Be sure to send an absence excuse note with your child upon returning to school.



Please try to schedule medications to be given at home. In circumstances where medication needs to be given at school, it should be taken directly to the nurse by the parent. Only medication prescribed by a physician may be taken at school. A medication form must be completed and the prescription must be in the original prescription container. Long-term medication may be administered only if the physician completes the school's Special Health form at: www.nisd.net/healthservices Parents must pick up leftover medication. Medications will be thrown away two weeks after parent notification.

Students must be up to date on their required immunizations. Please see the campus nurse and your child's healthcare provider with any questions or concerns you may have about immunizations.

NISD DISTRICT HANDBOOK

Please refer to the elementary [NISD district handbook](#) for all other questions.