

**OAK HILLS TERRACE ELEMENTARY  
2025-2026  
STUDENT-PARENT HANDBOOK**



**5710 Cary Grant Drive  
San Antonio, Texas 78240**

**Office Phone: (210) 397-0550**

**Monday-Friday from 7:00 AM to 3:30 PM**

**Fax: (210) 706-7348**

**Website: <https://www.nisd.net/oakhillsterrace>**



Welcome to Oak Hills Terrace Elementary School! Our staff is looking forward to partnering with you in order to provide the best education possible for your child. We welcome your support and involvement. Please do not hesitate to contact us if you have any questions or concerns.

**Mission Statement:** Transform learning to meet the diverse needs of our students.

**Vision Statement:** All students are successful.

**School Mascot:** Owl

**School Colors:** Navy Blue and Gold

<b>Principal:</b> Stacey Winton	<a href="mailto:stacey.winton@nisd.net">stacey.winton@nisd.net</a>
<b>Associate Principal:</b> Anna Villanueva	<a href="mailto:anna.villanueva@nisd.net">anna.villanueva@nisd.net</a>
<b>Counselors:</b> Tiffany Montoya	<a href="mailto:tiffany-1.montoya@nisd.net">tiffany-1.montoya@nisd.net</a>
<b>Principal's Secretary:</b> Mary Leija	<a href="mailto:mary.leija@nisd.net">mary.leija@nisd.net</a>
<b>Attendance Secretary:</b> April Gonzalez	<a href="mailto:april.gonzalez@nisd.net">april.gonzalez@nisd.net</a>
<b>Clerk:</b> Lillie Weaver	<a href="mailto:lillie.weaver@nisd.net">lillie.weaver@nisd.net</a>
<b>Librarian:</b> Laura Puente	<a href="mailto:laura.puente@nisd.net">laura.puente@nisd.net</a>
<b>Cafeteria Manager:</b> Michael Dirksen	<a href="mailto:michael.dirksen@nisd.net">michael.dirksen@nisd.net</a>
<b>Nurse:</b> Kayley Vance	<a href="mailto:kayley.vance@nisd.net">kayley.vance@nisd.net</a>

## **Arrival and Departure**

The doors at OHT are open to students and parents beginning at **7:00 AM**, when staff members go on duty. Students **may not** be dropped off prior to that time. The first bell rings at **7:40 AM**, and students begin going into their classrooms to begin Morning Routines and transition into the instructional day. The tardy bell rings at **7:45 AM** and instruction/learning begins at that time. **Students must be seated at their desk in the classroom when the bell rings at 7:45 AM in order to be counted present/on time. Students who arrive after the bell rings will be required to be signed in at the front office by a parent/guardian.**

Dismissal begins at **3:00 PM**. Your child's teacher will give you 2 pink car signs to display in the front windshield of your vehicle. When you pull into the front loop, an OHT staff member will enter your child's name and your child will be dismissed from their grade level waiting area and sent to your vehicle. Students must be picked up on time each day. Students picked up after 3:15 PM are considered late pickups and will be brought into the office. Parents will be asked to show a valid ID and sign their child out from the office after 3:15 PM. **If students are repeatedly picked up late, NISD police will be contacted.**

If there will be a change in your child's dismissal, it must be communicated in writing (via email or ClassDojo) ahead of time to the classroom teacher. Without written communication from the parent/guardian, students will follow their normal dismissal procedure. Please be mindful that changes in dismissal need to be communicated as early as possible. We want to ensure all our students get home safely.

## **Attendance**

Attendance is very important. Excused absences include student illness, a death in the family, and observance of religious holy days. We must keep accurate data on all absences; therefore, you **must send a written explanation of each absence to your child's teacher.** This note should include the date of the absence(s) and the specific reason for the absence(s). Please keep excuse notes from the doctor/dentist and bring them to the office. We take attendance at **9:00 AM**; a child arriving after **9:00 AM** is considered absent for the day.

Certain exceptions for doctor's appointments are permitted. If your child has a doctor's appointment and arrives back at school the same day with a doctor's note, the child will not be counted absent. **The doctor's note is very important.** If you leave the doctor's office without the note, it may be faxed (210-706-7348) to the school.

## **Partial Day Absences**

The first and last minutes of the school day are very important; they set the tone for the day. If your child arrives at school after 7:45 AM or leaves before 3:00 PM, he/she will receive a partial day absence slip from the office. We ask parents who are planning to take students out for medical appointments, etc., to make every effort to make the appointments after school whenever possible. If the appointment is made during the school day, we ask that you 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 and you must provide the front office with your picture ID. Children will not be released to parents in the classroom. Students with excessive partial day absences or full day absences will be referred to the District Attendance Liaison.



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

### **Birthday Celebrations**

Student birthday treats may be provided by parents to celebrate their child's birthday at school. Birthday treats may **not** be given in the cafeteria during serving times unless the food is purchased in the cafeteria and meets the FMNV (Foods of Minimal Nutritional Value) guidelines. Birthday celebrations will take place in the child's classroom at the end of the day. Family members or other guests will not be permitted in the classroom at that time. **All birthday celebrations need to be coordinated with the child's classroom teacher prior to the day of.**

Food items brought in for a child's birthday **must** be pre-packaged, store-bought, and pre-cut or portioned, such as cupcakes, donuts, cookies, or brownies. Parents may **not** send cakes, candy bags, or drinks other than bottled water to their child's classroom to recognize their child's birthday. As per the NISD student-parent handbook, *the delivery of balloons, flowers, or other gifts to students is not permitted.*

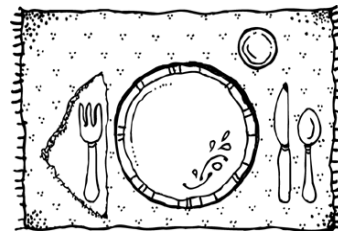
If a birthday is celebrated during the summer, parents need to call their child's teacher to schedule a time to celebrate, if they choose, so they do not conflict with instruction or another celebration.

Every year we have students who want to distribute birthday party invitations to their classmates at school. Distribution is fine only if ALL the children in the class receive an invitation. A child's feelings will be hurt when an invitation is not extended to him/her as well.

### **Breakfast and Lunch**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NLSP) and School Breakfast Program (SBP) gives Northside Schools with high percentages of economically-disadvantaged families the option to offer free school meals to all children in those schools without collecting free/reduced lunch applications.

Under this provision, **all students at Oak Hills Terrace are provided free breakfast and lunch.** You may put money on your child's breakfast and lunch account (Kinder-5th ONLY) in the cafeteria through the SchoolCafe app so they may purchase extra food or snacks, but this is completely voluntary. If you have any questions regarding your child's lunch account, please contact the cafeteria manager at 210-397-0550.



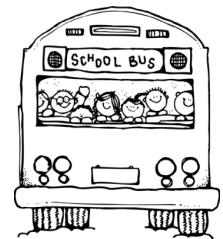
Parents are welcome to join their child for breakfast and/or lunch in the courtyard. Please sign in at the front office to get a **Visitor Badge** or use an updated Fast Pass. Breakfast and lunch menus for the entire year are located on the NISD website at [www.nisd.net/schools/menus](http://www.nisd.net/schools/menus).

## **Bus Transportation**

School bus service is made available to students who live two miles or more from school or who live where they must walk in hazardous traffic areas. **If your child is normally a walker, he/she is not eligible to ride the bus. This means he/she is not eligible to ride the bus home with a bus riding student.** If a bus will be arriving later than scheduled, an email notification will be sent from NISD Transportation to the main email listed on the child's emergency contact list. We encourage all parents to download the **"Here Comes the Bus" app** to track your child's bus and get real-time notifications. If you have any questions regarding the times of pick up and return, please call the front office at 210-397-0550. If they cannot answer your question on route information, they can contact the Transportation Office. You may also call the Culebra Transportation Station at 210-397-0275, or visit the district website at [www.nisd.net](http://www.nisd.net) and click on Boundaries and Buses for additional information.

## **Bus Rules and Safety reminders**

1. Cooperate with the bus driver.
2. Be on time (10 minutes prior to pick-up).
3. Be safe! Stay on the sidewalk while waiting for the bus.
4. Do not shove or push.
5. Sit and remain in your assigned seat.
6. Keep your head and arms inside the bus at all times.
7. Do not throw anything out of the windows.
8. Get on and off at your stop.
9. Use an inside voice.
10. Do not eat, drink or chew gum on the bus.
11. Do not bring any electronic toys on the bus.
12. Do not damage any part of the bus.



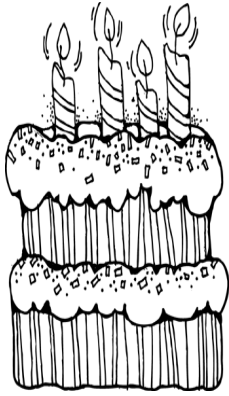
## **Remember:**

- A signed note from the parent/guardian is needed for permission to get off the bus at a stop other than the regular stop.
- Administration must authorize this note with their signature. **The note must be presented for approval in the morning to allow sufficient time for parent verification.**

## **Cell Phones & Other Communication Devices**

In accordance with HB1481, ALL use of personal communication devices (cell phones, smart watches, personal tablets, etc.) are prohibited during instructional hours. Students are permitted to have them on campus, however once they arrive at school, they are to be turned off or placed on "silent" and placed in the student's backpack throughout the instructional day. If a student is caught using a personal device during the school day on campus, he/she is subject to disciplinary action, which will include the device being confiscated until a parent or guardian can come to the campus and retrieve it from the office.

## Class Parties



In accordance with district policy, Oak Hills Terrace Elementary will have three "parties" a year. We hold each of these parties just before the holiday break on December 19th, April 23rd, and on the last day of school, May 21st. Class parties are a chance for the teacher and students to celebrate together all they've accomplished up to that point.

In preparation for each party, teachers may ask parents to contribute various food items for the class to enjoy. All food items must meet the FMNV (Foods of Minimal Nutritional Value) guidelines. Food items **must** be pre-packaged and store-bought. We truly appreciate parents' support in helping us stay within the guidelines of the state, in regards to Food of Minimal Nutritional

Value\*.

**\*NISD Administrative Regulation EAD-08**

## Discipline Policy

At Oak Hills Terrace we believe that good discipline is a prerequisite for learning. Students should be accountable for their behavior, and parents should help the child to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.

Discipline will be based on the seriousness of the offense, the student's age and grade level, the frequency of the misconduct, the student's attitude and the potential effect of the misconduct on the school environment. A consequence may include verbal correction, withdrawal of privileges, parent conference/phone call, In-School Suspension, Out-of-School Suspension, etc.

Discipline is handled primarily in the classroom however, in certain cases the teacher may determine that sending the student to an administrator is necessary. The severe nature of the incident and/or its impact on the class will be determining factors. Some behaviors warranting an automatic office referral are: Fighting, violation of district policy for weapons, alcohol and drugs, vandalism to the school, biting, dishonest behavior, intentional disrespect to adults or students, and behavior disruptive to the learning environment. The student will bring with him/her to the office an Offense Report issued by the teacher. An administrator will meet with the student and call the parent. The discipline slip will be sent home with the child. Upon returning to school on the following day, the student is to return the signed discipline slip to the administrator.

In some instances of persistent misbehavior and depending upon the seriousness of the incident, the administrator will request a parent conference, which will be attended by the teacher, the parent, an administrator and/or the counselor. The purpose of the conference will be to develop a plan of action to support the child as he/she develops positive school behavior.

At Parent Orientation night, each teacher will review the campus/classroom rules and behavior expectations. Please review these rules carefully with your child. Further information on district policies regarding discipline can be found in the district's Parent-Student Handbook, which is available on the NISD website. Please review these policies with your child as well.

## Dress Code

Oak Hills Terrace's dress policy for students is in accordance with Northside's policy as explained in the Student-Parent Handbook. Shorts are permitted - with specifications. A good test is to have your child stand up straight with his/her hands at his/her sides; shorts should be as long as your child's longest finger. "Baggy" pants are not appropriate or permitted at school. Pants should be worn around the waist and should not be oversized. Any clothes that are suggestive or indecent or which cause a distraction will not be permitted. Students are not permitted to wear cut-offs, tight-fitting pants or exercise/bicycle shorts. See-through garments, tank tops, halter tops and exposed backs or midriffs are also not permitted. Appropriate footwear must be worn; tennis/rubber soled shoes are required on P.E. days for safety reasons. Headgear (caps, hats) must not be worn in buildings.

If a child comes to school wearing one of the above items, he/she will receive a warning and the parent will be called. On the second occurrence, the parent will need to bring a change of clothing for the child.



The teacher will provide a master schedule which identifies the days that your child will have art, music, STEM, library and PE. Children quickly learn that their PE day is every other day.

**For safety reasons we discourage wearing "flip flop" type shoes.**

**\*\*Adult volunteers and mentors are bound by the dress code for professional employees.**

## Grading Periods

Oak Hills Terrace and all Northside elementary schools use 4 grading periods. Report cards are issued one week following the end of each grading period. The dates this year are: October 17th, January 9th and March 20th. The final report card will be issued on the last day of school (May 21st).

Your child's teacher will keep you informed regarding your child's progress. Progress reports are issued the 5<sup>th</sup> week of a grading period. Look for progress reports September 12th, November 14th, February 6th, and April 17th. Progress reports will be issued to all students in an effort to keep parents informed on their child's progress. If you have any questions regarding your child's progress, please feel free to contact your child's teacher at any time.



## Learning Tree

The Learning Tree will provide tuition-based after school care at Oak Hills Terrace. They provide child care from 2:55 PM until 6:30 PM. For information about enrolling your child, contact 210-397-8108. [LearningTree@nisd.net](mailto:LearningTree@nisd.net) (email address) [www.nisd.net/learningtree](http://www.nisd.net/learningtree) (website)

## Lost and Found

Periodically, remind your child to look for lost items. A rack is located by the cafeteria. Every year coats, sweaters, lunch boxes, etc. are left at school. Small articles such as glasses and

jewelry are kept in the office until claimed. **Putting your child's name on clothing and school items will help us find the rightful owner.**

### **Medical Release and Emergency Information**

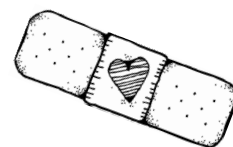
It is required that we have current emergency information on every student. It is very important that you notify your child's teacher and the school office when you have a change of address or telephone (home or business). If there is a change in the name or telephone number of the person to be contacted if you are not available, please notify the nurse immediately.



### **Medication**

Included after this section is the school district's policy for medication. Please read it carefully and help us stay within the guidelines. Our nurse will work with you and your child. If your child comes to the clinic and is running a fever (100 degrees or above), the nurse will call you and ask you to pick up your child. We cannot put a sick child on the bus to go home.

If your child needs to take medication for an extended period of time, you will need to get a **Medication Form** from the nurse, which must be signed by your doctor. Once completed, the form must be returned to the school office. You may fax (210-706-7348) this form back to the school office if this is the most convenient way for you. If your child comes to the clinic more than once in a day, you will be called, even if your child is not running a fever. This call notifies you of your child's continued discomfort.

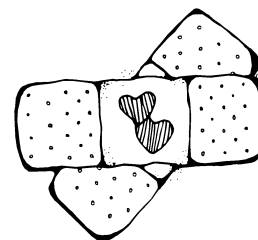


Be sure to read the medication policy regarding children carrying medication in their backpacks. All medications should be taken to the school clinic by the parent. No medication may be kept in the classroom, nor may children administer their own medication. Life-threatening circumstances may amend this rule.

### **Medication Procedures**

Parents are encouraged to schedule the administration of student medication so that medication is given at home, whenever possible. In cases where medication must be administered at school, the following procedures apply:

- All medications should be taken directly to the school office by the parent. **No** medication may be kept in the classroom nor may students administer their own medication.
- Prescription medication must be taken to school in a properly labeled prescription container. Medication may be administered only if the school's Special Health Form is completed by the physician.

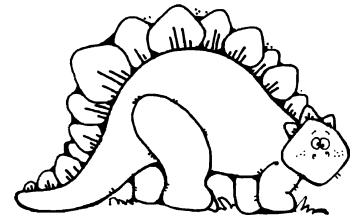


Leftover medications must be picked up by the parents. Students may take home only empty medication containers. If medicine remains, parents will be informed and medicine will be disposed of two weeks after notification.



## Nuisances/Gadgets/Dangerous Weapons

Children should not bring toys to school unless specifically requested by the teacher for a special unit or activity. Depending upon your child's age, a "toy" or nuisance item can look different. A nuisance is anything that distracts your child from learning. No one may bring a weapon or items associated with weapons for any reason anytime. Children may never bring fireworks, firecrackers or poppers to school at any time. Boy Scouts or Girl Scouts may never bring their Scouting knives to school for any reason. **The term knives include pocket knives and knives attached to a key chain.** Toy guns and toy knives should not come to school either. They can often look very real and can be quickly misunderstood or mistaken for the real thing.



## Parent Drop Off and Pick Up

The red curb area off Merkens and Cary Grant, is for buses and daycare vans **only**. **Cars are not allowed in this area.** The front of the school is at Ernie Kovak and Cary Grant off the parking lot. Parents dropping off or picking up children should enter the parking lot from Ernie Kovak. The lane closest to the building, the right lane is for student drop off and pick up. **The left or outer lane is a drive through lane to park.** **Never drop off or pick up the children from the left lane or from the parking lot.** *This is extremely dangerous.* There are parking places for parents who wish to come into the building in the morning. Please **DO NOT** park in the loading and unloading zone (red curbs) even for a minute. This causes congestion and could impede emergency vehicles. Please abide by the instructions of the safety patrol sponsors and the safety patrols during drop off and pick up.



All children who are parent pick-up in the afternoon will wait in the front (Ernie Kovak and Cary Grant) area, depending upon the weather. We do not permit children to wait outside unsupervised. Children need to be picked up on time. After a long and hard day at school, your child is eager to get home. Some children become apprehensive if the parent or care-giver is late. **After 3:15 PM, there is no one available to watch your child. Your child will wait in the school office until your arrival, if you happen to run late. The parent/guardian will need to come into the front office, show his/her photo identification, and sign out their child if they arrive late.**

## Parent-Teacher Conferences

Parent-Teacher conferences are encouraged throughout the school year. During the fall semester of school, the teacher will invite every parent to come to school for an individual conference. Every effort should be made to attend this conference.

Any other time that you wish to have a conference with your child's teacher, please get in contact with your child's teacher, either by email, messaging on ClassDojo, or the teacher's voice mail (210-397-0550). The teacher will contact you and arrange a time that is convenient for both of you. Trying to have a five minute conference at the teacher's door does not allow you to have the teacher's total attention, nor is it conducive to the school environment. It is to the advantage of everyone that you discuss a concern with the teacher before calling an

administrator. If you cannot resolve the matter at that level, please feel free to call an administrator.

## **Parent Volunteers**

PTA will be asking for volunteers for various opportunities, including our Watch D.O.G.S. program. Watch D.O.G. volunteers serve as an extra set of eyes on campus. PTA Volunteers help with book fairs, vision and hearing screenings, and other important events.

Your child's teacher will be requesting chaperones for field trips as they occur during the school year. If you have a special area of expertise, or a hobby, please let your child's teacher know. Guest speakers always bring the curriculum alive for students.

**All volunteers** need to complete a **Volunteer Background Check** annually. This form can be found online at <https://www.nisd.net/community/partnerships/volunteer-mentor>. Adult volunteers and mentors are bound by the dress code for professional employees.

## **PTA**

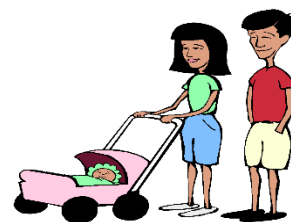
We urge you to join the PTA. Membership for the 2025-2026 school year is \$8.00. During the first week of school the PTA will be sending home membership information. Please be sure to watch for the PTA meeting reminders on ClassDojo and in classroom newsletters. PTA helps support all kinds of events at OHT, including Trunk-or-Treat, Winter Wonderland Dance, Movie Night, Glow Party, as well as helping fund field trips.

## **Safety**



Your child's safety is very important to us. All parents and visitors need to come into the office with either a state issued driver's license or I.D. to sign in and receive a visitor's badge. We do not permit visits by students from other schools, unless they are visibly wearing their student ID. If you do not have a visitor's badge, a school employee will request that you return to the office for the badge.

Parents are always welcome and are encouraged to visit. Please arrange this time with campus administration, and **be sure to sign in at the office with either a state issued driver's license or I.D. and receive a Visitor's Pass.** The duration of the visit should not impact the children's learning.



If you must pick up your child before the official school day is over (3:00 PM), you will need to go through the office by no later than 2:30 PM. We will call your child when you sign him/her out in the office, once we have checked your identification against your child's emergency contact list. If there are times when you are unable to pick up your child, and need to send another person, please let us know. For your child's safety either send us a note with the person's name or call the school office notifying us of the person's name. The office may call you to verify the adult picking up your child and ask the alternate adult who is picking up your child to show either a state issued driver's license or I.D. You can help us maintain good home and school communication by letting the alternate adult understand that all questions regarding

his/her identity or asking for a state issued driver's license or I.D. is for the safety of the child. We use the names on the emergency contact list to verify identification on anyone picking up a student.

If you have an unusual family situation regarding your child or have any questions regarding this matter, please call or make an appointment with an administrator.

Our school practices fire, tornado and lockdown safety drills. We always hope that we will never have to use these plans, but it is best to practice the drills. We also have an evacuation plan should one be needed. If you have any questions regarding any of the plans, please call an administrator.

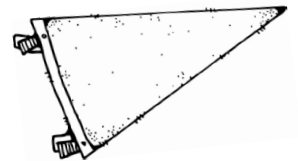
### **School Advisory Team (SAT)**

The Oak Hills Terrace Elementary School Advisory Team consists of parents, teachers and community members who are an advisory team to the principal. The purpose of the SAT is to improve student learning. The SAT committee will meet four times each year at 3:15 PM. In August you will receive an application to serve on the SAT. Names will be drawn randomly around the third week of school. You will be notified by the school counselor of your selection.

If your neighbor does not have a child attending Oak Hills Terrace and would like the opportunity to serve, please let him/her know that we are always looking for community representatives. We also need a representative in the Oak Hills Terrace attendance area. Please let an administrator know if you know someone who might be interested.

### **School Spirit MONDAYS**

Every **MONDAY** will be spirit day. Students are encouraged to wear the school t-shirt or school colors. T-shirts can be purchased in the office in youth and in adult sizes. You may come by and fit a size to your child or ask that the office staff help your child select a size.



### **Visiting the Campus**

We welcome you to visit the campus to have lunch with your student or volunteer on campus. Please be prepared to show your **state issued driver's license or I.D. EVERY TIME** you visit the campus. Even if you volunteer every day, your state issued driver's license or I.D. must be scanned into the Raptor Visitor Management System every time you are on campus.

### **Visit us on the Web**



Our school web page can be reached through Northside's web page at:

[www.nisd.net/oakhillsterrace](http://www.nisd.net/oakhillsterrace)

Information on school events and teacher information are available on the web. Your child's teacher will give you his/her email address. If you have an email address at home or at work, please share it with your child's teacher.

Follow us on X (formerly Twitter): [@NISDOHT](https://twitter.com/NISDOHT)

Follow us on our Facebook page: [Oak Hills Terrace Elementary](https://www.facebook.com/OakHillsTerraceElementary)