

# **Fernandez Elementary**

## **Parent-Student**

### **Handbook**

**2021-2022**



6845 Ridgebrook

San Antonio, Texas 78250

Phone: 397-1900 Fax: 706-7376

# Fernandez Information

**School Day (Pre-K – 5<sup>th</sup>): 7:45 – 3:10**

Children are officially tardy at 7:45 a.m.

School Office is open from 7:00 a.m.- 4:00p.m., M-F

## **Morning Procedures:**

For the safety of our students we have one point of entry at Fernandez. Everyone enters and exits the building through the front doors. The back doors, by the bus loop, are for bus students and staff arriving on campus only. We welcome you to use the front driveway for student drop off. Please use the right lane to drop off your child on the right side of the car. Please have your child seated in the back seat behind the passenger side or in the front passenger seat. Patrols will be stationed on the right side of the curb to help assist students out of the car. **Please drop your child off at the curb, and do not let them exit on the street or lower parking lot as it is very dangerous.** We begin teaching at 7:45. Please make sure your student is on time. This will ensure they do not miss important instruction, and that their arrival does not disrupt instruction.

Do not park your car in the drop off lane to walk your child into the building. If you plan to walk your child into the building you must park your car in the visitor parking lot and cross only at the cross walk. When in the school parking lot, please be extra cautious of parents and students walking towards the school. **This lower parking lot is not to be used as a student drop off area.** This creates congestion and becomes a safety issue for your child.

Once in the building, students should go immediately to the cafeteria to eat breakfast or to their grade level hallway. Students will sit in their grade level hallways until 7:40. Teachers will monitor students in the hallways. Students are not permitted in other parts of the building prior to the bell ringing.

Traffic tends to be the heaviest from 7:35-7:45am, so plan to arrive between 7:15 and 7:30 to avoid congestion and your child being tardy. If you arrive after 7:50, please enter the building to sign your student in.

## **Attendance:**

We encourage your child to be at school daily. Absences are either excused or unexcused. Excused absences are illness, religious holiday or death in the immediate family. Vacations are considered to be unexcused. **When your child is absent, please send a note to the front office upon his/her return with the reason and date for the absence. The attendance secretary keeps record of all absences on file.** A student's parent will be notified in writing if the student has been absent without excuse for three days or parts of days within a four-week period. The

notice will request a conference between school administration and the parent to discuss the absences.

When requesting homework for students who are ill, please call between 9:00am and 11:00am the second day of absence. This will give the teacher time during the day to collect materials and permit parents to receive the materials at the end of the school day. You are welcome to email the teachers as well.

**Appointments:** We strongly encourage parents to schedule appointments after school hours. If this is unavoidable, we ask parents who are planning to take students out for medical appointments, etc., during the school day to send a note to the classroom teacher stating the time the students will be picked up. The child will be called to the office upon parent arrival. Children will not be released to parents at the classroom. If a student missed instruction due to early pick up, it will be considered a partial day absence. Early pick-ups are considered a partial day absence. Please return with a physician's note to excuse the absence.

**Perfect Attendance:** We expect every student to be at school daily, and we strive for 100% school-wide attendance. Perfect attendance will be awarded to students at the end of each 9 week grading period that have not exceeded one tardy or one partial day absence during the 9-week period that is not categorized as a documented appointment with a health care professional.

**Balloons/Flowers:** District policy prohibits the delivery of balloons and /or flowers to students.

**Birthdays/Food at School:** Elementary schools are required to follow nutrition rules established by the Texas Department of Agriculture. **Parents may choose the food items sent to school for their own child, but may not send food or purchase food for other students.** These guidelines apply to field trips as well as activities provided during the extended school day, with two exceptions: school parties and a third special day as designated by the campus principal. Fernandez will have three class parties- Winter, Fiesta and End of Year.

Parents are encouraged to recognize their child's birthday with non-food items, such as pencils, erasers, stickers, etc. **Parents may send Store-bought and pre-packaged** cupcakes or cookies (no cakes) for their child's classroom to recognize their child's birthday. Due to the possibility of student food allergies, please notify your child's teacher beforehand. Please contact your child's teacher if you do not want your child to eat cupcakes from classmates. Cupcakes may not be eaten in the cafeteria and will be passed out to the children the last 10 minutes of the school day. This is done to minimize disruption to instructional time. **ALL CUPCAKES SHOULD BE DELIVERED TO THE OFFICE AND THE TEACHER WILL COME TO THE OFFICE TO GET THEM. Parents will not be allowed to take the cupcakes to the classroom.**

**Dismissal:** To effectively and safely dismiss over 500 students, our staff will follow the procedures written below. To ensure that every child is dismissed safely, a classroom teacher will escort students to the following locations each day: bus loop, day care area, Learning Tree, walking home area, and front drive parent pick up area.

*\*Students may not be picked up by taxis or ride-shares such as Lyft, Uber, etc...*

There are two afterschool parent pick up areas.

1. **PreK – 1<sup>st</sup> Grade (Front drive pick-up):** The front drive pick-up is the designated pickup area for **Pre-K, KG, and 1<sup>st</sup> grade students only. Siblings of these students who are in 2<sup>nd</sup> – 5<sup>th</sup> grade will join their younger siblings in this pickup area.** Please follow these guidelines:
  - a. For faster service, display your student's name, grade, and teacher name prominently in your window.
  - b. Please remain in your cars and pull up through the right side lane only. Due to district safety concerns, the left lane in the front driveway **will not** be used to load students into cars.
  - c. **We ask that you remain in your car and allow the staff and patrols to help get your child to the car.**
  - d. **Please pull forward to the furthest patrol so that we can get as many cars as possible in line to pick up the children.**
  
2. **ALE and 2<sup>nd</sup> – 5<sup>th</sup> Grade (Back Bus Loop pick-up):** The back bus loop is the designated pick-up area for our buses and for our daycare vans. While the buses and vans are priority, we will also have our 2<sup>nd</sup> – 5<sup>th</sup> graders picked up in the back bus loop. This will shorten wait times, and it will help reduce traffic congestion on Ridgebrook. We will only be able to continue with this if the bus and daycare pick-ups are uninterrupted. Please follow these guidelines:
  - a. For faster service, display your student's name, grade, and teacher name prominently in your window.
  - b. Do not block the sidewalk when entering the bus loop from Ridgebrook.
  - c. Do not go past the orange cones if you arrive early. We must save space for our buses.
  - d. Do not park on the bus loop.
  - e. Do not exit your vehicles. We will open car doors for your student.
  - f. Please pull forward to the furthest patrol or staff member so we can get as many cars as possible in line to pick up the children.

**Walkers** will be dismissed in groups after all teachers have dropped their students off in the designated areas. This will allow siblings and neighbors to have a meeting place so that they can

walk home together. Staff members will escort the walkers to two different areas of the school. One group will be escorted (east) towards Campton Farms and the second group will be escorted (west) towards Ridge Path. Parents can then meet their child at a predetermined location or students can continue the walk home if they so choose.

Our number one concern is student safety. Please be patient and cooperative with us as we implement this routine. We realize that this process may take a few extra minutes; however, we know you will agree that your child's safety is worth the wait. We look forward to working with you this year!

**Alternate Dismissal for Walkers:** As a way of ensuring student safety, there may be occasions (severe weather, etc.) in which our students' dismissal for walkers will be different from the normal procedure. Walkers will be kept inside the building until the inclement weather, etc. passes and conditions are deemed safe to dismiss. Parents will be notified if conditions do not improve.

**School Bus Service:** School bus service is made available to students who live two miles from school. Ask in our office or call the Northside Transportation Office at 398-1550. Additional information can also be found at [www.nisd.net](http://www.nisd.net) and clicking on Boundaries and Buses.

**Change of Way Home for Students:** Please make sure your child's teacher knows whether your child is riding a school bus, day care van, or is being picked up by a parent or alternate adult at the end of the day. If you need to change our child's normal routine, please send a note to your child's teacher or call the office no later than 2:00. This is to insure that the message reaches the teacher in time for dismissal.

**Late Pick-up:** All students must be picked up from campus by 3:30. We are not staffed to provide after-school care for students who are not picked up on time. We understand that emergencies happen. Please reach out to the campus as soon as possible if you are running behind. If you are late, please come inside the building to sign your student out.

### **General Student Grooming Guidelines:**

We ask our Bulldogs to dress within the guidelines set forth by the Northside ISD. Here are some guidelines for you to consider:

1. Shorts and skorts may be worn at the elementary school level. In grades three through five, they should be no more than four inches above the top of the kneecap. Shorts and skorts are prohibited in grades six through twelve.
2. In grades three through twelve, skirts, and dresses must be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four-inch limit. These requirements also apply to school uniforms.

3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.
4. Hair must be neat and clean. **Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.**
5. Headwear (hats, bandannas, hoods, etc...) must not be worn in buildings.
6. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
7. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
8. 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. Cut-offs and intentionally frayed pants are also prohibited.
9. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear. Tongue rings and tongue studs are not permitted.
10. Roller-skate shoes are not permitted on campus. Athletic shoes are required for Physical Education.

Please refer to the 2021 - 2022 NISD Student-Parent Handbook for further information.

**Breakfast:** Breakfast begins at 7:00 am. Breakfast will be free of charge for all students during the 2021 – 2022 school year. While we are anxious to have parents back on campus during breakfast, this option will not be available when we start the school year. We would like time to assess and make sure we are doing all we can to keep our children safe. Our cafeteria is small, and we want to minimize your child’s exposure to other students’ adult family members. Once the public health data improves, we will reevaluate this policy in order to find a way to have our parents join us during lunch and breakfast.

**Lunch:** Lunch times vary according to grade levels. Lunches begin at approximately 10:55 am and end at approximately 12:35 pm. The school will send out a yearly menu in the first day packet. This menu can also be downloaded from the district website. Lunch will be free of charge for all students during the 2021 – 2022 school year. While we are anxious to have parents back on campus during lunch, this option will not be available when we start the school year. We would like time to assess and make sure we are doing all we can to keep our children safe. Our cafeteria is small, and we want to minimize your child’s exposure to other students’ adult family members. Once the public health data improves, we will reevaluate this policy in order to find a way to have our parents join us during lunch and breakfast.

Lunch deliveries are not permitted by anyone, to include family members or any third-party vendors. If a student forgets their lunch at home, a family member may drop off their lunches on their behalf at the front office.

**Free/Reduced Lunch Forms:** Forms are sent home in each student's first day packet. Even though we are offering free and reduced lunch for all students, we encourage you to complete this application.

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

**Lost and Found:** Clothing articles and lunch boxes are kept in the cafeteria. Small articles such as glasses and jewelry are kept in the office until claimed. Children should make an inquiry concerning items as soon as possible after they are lost. **Please do not allow your child to bring expensive articles (jewelry) to school.** Coats, caps, sweaters, lunch boxes etc. should be marked with the child's name to facilitate their return to owners in case they are lost.

**Medical Release and Emergency Information:** It is required that we have current emergency information on every student. It is very important that you notify the school, in writing, when you have changed your address or telephone (home, cell, or business) or if there is a change in the name or telephone number of the person to be contacted if you are not available.

**Medication:** "Short-term" medications, i.e.: Antibiotics or Eye Drops, may be administered by appropriate school personnel (nurse) at school upon request of a parent and a "Short Term Form" must be filled out and signed. If a medication is an "Over the Counter" medication, we will need a written Doctor's Order for administration. The Doctor's order must include the name of the "Over the counter" medicine (generic or Name brand), amount to be administered, frequency, and Duration. A "Short Term" medication cannot be administered at school for more than 14 days. Please allow for this container/bottle to be left at school for the full duration of administration. **All medications administered at school, must be brought in the original prescription labeled bottle/container.** "Long-term" medications may be administered at school with the completed form "Physician Order for Administration of Medication/Special Procedures by School Personnel". This "Long Term" form must be filled out by a physician each school year. ***All medication must be taken to the school clinic and will be dispensed from the clinic. Please call the school nurse at 397-1909 for specific details.***

**Pets:** Absolutely **NO PETS** are allowed on the school grounds. These areas include the front drive during dismissal. Many students have fears and /or allergies to pets. Many of us have pets

that we love and that we know are friendly! Even so, pets are not permitted on campus. Please follow this rule for the safety and protection of all students, parents and staff.

**Toys & Other Gadgets:** Toys may not be brought to school unless the teacher sends home a note (For example: show and tell, special events, Game Day, etc.) This includes trading cards (Pokemon Cards) and electronic devices. *Please note that the school is not responsible for lost or damaged items.*

**Mobile Devices/Cell Phones:** Fernandez recognizes that mobile phones and other digital devices are an integral part of our culture and a way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21<sup>st</sup> century learner. Occasionally, teachers may allow students to bring their own devices. **We ask that the devices stay powered off and be kept in their backpacks out of sight unless directed by a teacher to use for educational purposes. This guideline is in place for the safety of the students and to ensure academic instruction is not disrupted.** Responsibility for the mobile devices rests with the student and the District accepts no financial responsibility for damage, loss, or theft. If an emergency arises, please contact the front office at 210-397-1900.

**Visitors:** Visitors must check in and pick up a visitor's badge from the school office before going to any classroom, cafeteria, or gymnasium. All visitors must present a valid driver's license when signing in for a visit. For the safety of your children, all drivers' licenses will be scanned through our RAPTOR system. Any adult not wearing a visitor's tag will be stopped by staff members and asked to check in at the office. **Volunteers/Mentors:** All adults wishing to volunteer or to be a Watch Dog Dad must clear a criminal background check through the district. A new criminal background check is needed each school year. Access to the volunteer application can be found at <https://www.nisd.net/community/volunteer-mentor>

**Teacher Requests:** The school principal will accept teacher requests in writing. Although it's a written request it is still not guaranteed. The principal will be accepting teacher requests from **May 24, 2022 to June 7, 2022 only**. When writing a request, please list the characteristics of the type of teacher you would prefer for your child. It is not encouraged to list a teacher by name only. There is no guarantee that teachers stay on the same grade levels from year to year. Please note, when making class lists, teachers and administration discuss individual student needs for placement into classes.

**COVID-19 Protocols:** Our public health situation has been dynamic over the past 18 months. Because of this, our COVID-19 protocols will be located at this site:  
<https://www.smores.com/80v6d>

This will help us post updates as needed. We will always let you know when updates are applied.



Dear Parents,

Welcome to Raul B. Fernandez Elementary... home of the Bulldogs! This campus handbook is a supplement to the NISD Student-Parent Handbook. This handbook is written to address campus-specific procedures and contains valuable information about your child's school.

As the 2021 - 2022 school year begins, please know that every member of the Fernandez staff is dedicated to making this a happy and productive year for your child. With your support and interest in your child's education, we will work together to build a winning team.

Sincerely,

Frank Johnson  
Principal

Rebecca Barraza  
Associate Principal



Please sign, date and return this acknowledgement form to your child's teacher. Your signature indicates that you have read this handbook. It also means that you have shared the information with your child and agree with the policies and procedures outlined in the handbook.

Printed Name of Student: \_\_\_\_\_

Teacher / Grade Level: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THE BOTTOM PORTION  
OF THIS PAGE TO YOUR CHILD'S TEACHER**