

# **Reed Elementary**

# **Student-Parent Handbook**

## **2026-2027**



7433 Sawmill Glade  
San Antonio, Texas 78253  
Phone: (210) 398-2900

# Reed Information

**School Day: 7:45 - 3:00 p.m.**

Children Should Not Arrive At School Before 7:00 a.m.

School Office is open from 7:10 a.m.- 4:00 p.m., M-F

## **Morning Procedures:**

For the safety of our students we have one point of entry at Reed. Everyone enters and exits the building through the front doors. The side doors, by the bus lane and cafeteria, are for bus students and staff arriving on campus. 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 and/or staff 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 left side of driveway or in the parking lot as it is very dangerous.** To assist students safety patrols and/or a Reed staff member will assist students exiting the car. Parents are to remain in the car when dropping off students.

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 front parking lot and cross only at the crosswalk. When in the school parking lot, please be extra cautious of parents and students walking towards the school. Students must be walked to the curb by an adult to ensure everyone's safety. **Our parking lot is not to be used as a student drop off area.** This creates congestion and becomes a safety issue for your child.

Students who are being dropped off in the front of the school and walkers who enter the front from the Sawmill Glade side should go immediately to the cafeteria to eat breakfast or stay in the front lobby area until they are released at 7:10 am to their grade level hallways. Bus riders, bikers, and walkers from the Galm Road side will be held in the cafeteria until they are released at 7:10 am to walk to their grade level hallways. After 7:15 am, they will sit outside their classroom doors until teachers welcome their students no later than 7:40 am. Students should not be roaming around in hallways and other areas of the school. Traffic tends to be the heaviest from 7:35-7:40 am, so plan to arrive between 7:15 and 7:30 to avoid congestion and your child being tardy.

At Reed, we want to encourage and foster independence of all of our students. That is one of the reasons why we will ask all parents to say their goodbyes to their children at the front lobby after the first week of school (with the exception of PreK who will be in the cafeteria). We will have

staff stationed in the front lobby every morning to help if a student is having difficulty. In those cases, staff members will happily walk students to class.

Northside is emphasizing safety in all schools, and at Reed that is our top priority which is why we want to implement an arrival procedure that aligns with the safety goals we have for our campus and students. Parents are welcome to have breakfast with their children in the cafeteria in the designated area prior to 7:35 am. However, once students have finished breakfast, parents are asked to say good-bye in the cafeteria or in the front lobby of the school, so their child can get to class. **All parents will need to vacate the cafeteria by 7:35am, so our team can go through our safety checks of the school building to ensure all students are safe and our building is secured for the day.**

**Starting at 7:45 am, parents will need to walk all students into the building. Students must be signed in by a parent or guardian. Parents will not be allowed to walk students to class after 7:45 am. This is to ensure students enter the building safely and are accounted for.**

#### **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. You may also email our attendance secretary, Mrs. Rojas at [reed.attendance@nisd.net](mailto:reed.attendance@nisd.net). The attendance secretary keeps record of all absences on file.** A student's parent may be notified in writing if the student has been absent without excuse for three days or parts of days within a four-week period. School administration may request a conference to discuss the absences. When requesting homework for students who are ill, please contact your child's teacher as early as possible. 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. Please remember that the teacher is instructing throughout the day and may not be able to respond until after school.

#### **Why Attendance Matters & What to Expect**

Regular school attendance is critical to your child's learning, confidence, and connection to their classroom community. Arriving on time and staying for the entire school day gives every student the best opportunity to succeed.

To help keep our students safe and supported, we closely monitor absences:

- **3-Day Check-In:** If a student is absent for **more than 3 consecutive days or parts of a day** without direct communication to the classroom teacher, the teacher will reach out to check in on your student's well-being and offer support.
- **Addressing Excessive Absences:** When absences become excessive, we take a proactive, team-based approach to resolve any challenges. Continued unexcused or high-volume absences may result in:
  - **Phone calls and home visits** by school staff to check in.
  - Development of a personalized **Attendance Intervention Plan**.
  - Partnership with our **truancy officers** to provide targeted support and resources.

Our main goal is to work *with* families to overcome barriers so every student can arrive on time and stay for the whole school day. If your child needs to be absent, please reach out to your child's teacher or the front office as soon as possible!

**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 or to email the classroom teacher stating the time the students will be picked up. The child will be called to the office upon your arrival. Please do not ask a teacher to send your child before you arrive. Children will not be released to parents in their classroom. If a student misses instruction due to early pick up, it will be considered a partial day absence. Please return with a physician's note to excuse the absence. **Students should not be signed out after 2:30 pm.**

**Perfect Attendance:** We expect every student to be at school daily, and we strive for 100% school-wide attendance. Perfect attendance will be celebrated with students who at the end of each 9 week grading period 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 healthcare professional.

**Balloons/Flowers/Food Delivery:** District policy prohibits the delivery of balloons, flowers, or food delivery 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. Reed 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 cupcakes, cookies or donuts (no whole 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 treats from classmates. Treats 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 TREATS 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 treats to the classroom.**

Parents will have the option to purchase ice cream in the cafeteria for the class that the entire class can enjoy for your child's birthday. Please reach out to our cafeteria manager or your child's teacher for more information.

**Dismissal:** To effectively and safely dismiss more than 800 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 area, day care area, Learning Tree, and front drive parent pick up area. Reed Elementary will be utilizing the iDismiss App this school year. These are our dismissal procedures:

All students will be assigned a car tag number from our iDismiss App. That number will be put on a car tag that needs to be displayed everyday. Families, including students, should know their numbers.

\*Please keep in mind at Reed Elementary that our number one priority is student safety and all decisions made regarding dismissal are made with that in mind.

The instructional day ends at 3:00 PM. Front dismissal usually is complete by 3:15 PM. All students need to be picked up at that time. Should a parent arrive late to pick up their child after 3:15 PM, students will be brought inside the school to wait in the front office. At this point, parents must come into the building, show their valid ID and sign their child out. This may be documented. Should students repeatedly remain on campus past pick up time and after conversations with administrations, there is a possibility that additional support and resources such as NISD Police may be contacted to drive the children home safely. As this could be stressful for your children, please plan on making arrangements for your child to always be picked up by 3:15 PM. We understand that occasionally unexpected situations arise and of course we want to support our families. If this situation occurs, please make contact with the school as soon as possible so we are aware of the situation and are aware that someone is coming for your child.

**The first few weeks of school we are ALL learning the process of dismissal and learning student names. Please be patient as all forms of dismissal will take time.**

### **Car Line**

Our staff will be stationed outside at 2:55 pm to start the dismissal procedures of entering all the cars in order of arrival. Those numbers will be sent to our staff inside who will be waiting with students. Once a number is called on the app, the students will be sent to the front door. We will have staff lining up the students in order. Those students will then be checked off the iDismiss App and sent to the car line where a staff member will open the car door and help the student inside. **We ask that you remain in your car and allow the staff to help get your child to the car. Please pull forward to the furthest staff member so that we can get as many cars as possible in line to pick up the children.**

This process is to keep students safe inside our school walls until their parent has arrived. This will keep students out of inclement weather and extreme heat or cold. This process will take time to learn, so please be patient in the beginning. We know that you will agree that your child's safety is worth the wait!

**We ask parents to use the car line to pick up students. Please do not park and walk to the front of the school to get your child. This slows down the dismissal process and it can create safety concerns. We will not release students to individuals that walk up!**

**The first few weeks of school we are ALL learning the process of dismissal and learning student names. Please be patient as all forms of dismissal will take time.**

### **Walkers**

We will have two sets of walkers leaving from the Reed Campus. One set will walk down the sidewalk near Sawmill Glade (toward the Waterford Park area) and the other will walk down the Galm Road side. **Please know which side you need your child to walk to.** Staff members will walk the Galm Road walkers just outside the side gates at Galm Road. The staff members will release the students once they are there. **You are welcome to meet them, but staff will not wait for parents to pick them up before releasing them. Please do not walk up to the school bus loop area, as this creates an unsafe environment with buses and students. Students will not be released in this area and you will be asked to wait down at the assigned area.**

On the Sawmill Glade side, the staff members will walk students down the sidewalk on the Sawmill Glade side of the school. The students will be released once they are in the designated area. **You are welcome to meet them, but staff will not wait for parents to pick them up before releasing them.**

### **Bus Riders**

Students will wait in the cafeteria (to keep them out of the extremities) before loading the buses. If you need to find your child's bus route: <https://www.nisd.net/schools/buses>

**School Bus Service:** School bus service is made available to our students. 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, walking, 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 your child's normal routine, please send a note to your child's teacher or call the office no later than 2:00 P.M. This is to ensure that the message reaches the teacher in time for dismissal. Teachers are instructing throughout the day and may not receive an email or dojo messages from you if it is sent late in the day.

**General Student Grooming Guidelines:**

To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established. Final determination of acceptable dress and grooming rests with the principal or his/her designee. We follow the NISD Dress and Grooming Guidelines: <https://www.nisd.net/schools/handbooks/district#dress-and-grooming>

1. Shorts and skorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited. Students will be given school appropriate clothing to wear for the day.
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels as well. There should not be a cut or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. These requirements also apply to school uniforms.
3. Pajama pants and sleepwear are not permitted at school unless it is part of a designated dress-up day. If a student wears pajamas or distracting attire, parents will be contacted to bring a change of clothes. Alternatively, the student will be provided with appropriate clothing to wear for the school day and will change back before dismissal. Parents and students will be notified through school communication if it is a special dress up day.
4. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. Shoes that have wheels or are considered roller-skate shoes, such as Heelys, may not be worn on campus. A type of athletic shoe is strongly recommended for PE classes.
5. Hair must be neat and clean. Unconventional styles, including hair color, that distract from teaching and learning are not permitted unless they are religious in nature.
6. Headwear must not be worn in buildings (unless approved by administration such as for a class reward).

7. Animal tails, themed clothing (such as animal costumes, anime or character outfits), and other costume accessories are not permitted at school, except on designated dress-up days. Parents and students will be notified through school communication if it is a special dress up day.

8. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not prohibited. Students will be given school appropriate clothing to wear for the day.

9. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.

10. All pants are to be worn at the waist (no sagging), Short, tight fitting pants that aren't modest (e.g. tights, Spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited. Students will be given school appropriate clothing to wear for the day.

11. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear.

A basic rule to remember is that student dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to distract from the classroom teaching and learning environment.

Clothing cannot have written derogatory statements that put down self or others. Beer, tobacco, drugs, or any slogans promoting violence may not be worn. Steel toe boots/shoes, or clothing associated with gang membership is not permissible. Parents may be contacted about repeated dress code situations/inappropriate attire and students will be given an alternative clothes to wear throughout the school day

**Breakfast:** Breakfast begins at 7:05am. with the exception of school bus riders who may eat earlier.

**Lunch:** Lunch times vary according to grade levels. Lunch will begin at approximately 10:15 A.M. and end at approximately 12:30 P.M. General student breakfast tray is \$1.00 and the student lunch tray is \$2.10. Reed Elementary's lunch menu can also be downloaded from the district website. You're welcome to have lunch with your child at their assigned lunch time. Please sit at the visitor's table located in the cafeteria. Once you have finished eating with your child please vacate the area, to make room for the next parent visitors having lunch. Most importantly, due to safety concerns, other students are not permitted to sit at this table without their parents. **Please do not invite other students to have lunch with you and your child. Also, food should only be bought for your child.**

**Lunch Line Snacks:** Pre-K-5 grade students will be allowed to purchase snacks every day.

**Ice Cream:** Pre-K-1st grade students will be able to purchase ice cream on Fridays. Students in grades 2nd through 5th grade will be able to purchase ice cream every day.

It is the parents responsibility to monitor your child's account and discuss what you consider an appropriate amount of snacks in a day/week. If you would like to block your student from purchasing these additional items, please contact the cafeteria manager, Maritza Escobedo so a notation can be made on your child's account.

**Here are some reminders if you are a lunch visitor:**

1. Bring your ID so we can scan you through our Raptor system and provide each person with a visitor's pass. Please allow time for this process to occur. Any individual who forgets their identification will not be allowed to enter our building. We want to account for everyone in our building at all times. Please wear the badge in a location that it can be easily seen.
2. A special parent visitor eating area will be provided for you and your child, so you can have some one-on-one time together over lunch. All other students must remain in the main eating area with the rest of their class. If we are experiencing a high volume of visitors, you may be asked to leave extra large bags and strollers in the office area so we can accommodate as many people as possible.
3. You are welcome to bring lunch for your student, often this is the biggest treat of all for students. Please remember that you can only bring food for your child, not the class or other people's children, just your own personal child may sit at the parent visitor table.
4. At the end of your child's lunch time, please say your goodbyes and allow your student to continue their school day with their classmates. This may include social time with friends or finishing off their instructional day. Parents can say their goodbyes at the cafeteria. You may not walk your child to class or go out to recess with your child.
5. Students eating with their parents are to join their line when the class starts to line up for lunch dismissal.

If you need to discuss anything with your child's teacher we ask you to send an email or use established communication that is in place, so that you can share all the information or fully get the answers that you need without the hustle and bustle of lunch. Your child's teacher is really an amazing educator, however we are asking that you allow your child's teacher to fully focus on the task of supervising the class and not have to divide his/her attention.

**Free/Reduced Lunch Forms:** Northside ISD students will no longer receive meals at No Cost under last year's USDA Waiver. Some families may be eligible to accept Free & Reduced-Price Meals. Their families need to apply with Child Nutrition Services and accept Free & Reduced-Price Meal Applications. For more information contact the Free and Reduced office at (210) 397-4517 or email [free-reduced@nisd.net](mailto:free-reduced@nisd.net).

**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.

**Library Books:** Students will not be permitted to check out additional books from the library until all previously borrowed books have been returned. In the case of lost books, students must either locate and return the missing items or pay the replacement cost before they are eligible to check out new books. Students will not be allowed to continue borrowing additional books. Once the book is returned (not damaged) or the replacement fee paid, students are welcome to resume borrowing books again.

We want our students to enjoy the privilege of using our library, but we also need to be responsible and take care of our library books for everyone to enjoy.

**Lost and Found:** Clothing articles and lunch boxes are kept in our lost and found located in the downstairs nook area near the elevators. 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 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. The lost and found items that are not picked up will be donated around Winter Break, Spring Break and at the end of the year. All electronic items should be turned off and kept in backpacks.

Bringing expensive items and jewelry to school is highly discouraged and the student is responsible for the safety of the items. The teacher and school is not responsible if such items are lost or go missing, since items of value should not be brought to school.

**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:** Antibiotics and other short-term medications may be administered by appropriate school personnel at school upon written request from a parent or guardian. Medications must be brought to school in the original prescription labeled bottle. Long-term medications may be given only if a special medication form is completed by the attending physician and the medication is brought in a properly labeled prescription bottle. The special medication form must be filled out 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 210-398- 2909 for specific details.*

**Pets:** Absolutely **NO PETS** are allowed on the school grounds. Many students have fears and/or allergies to pets. 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 such as iPods, MP3 players, Gameboys, etc... If your child has one of these items and is considering bringing it to school, please be aware that like any personal item, the school cannot be held responsible for any loss

**Spinners/Fidgets:** Spinners have a history creating a distraction during class and have caused multiple conversations with students. Therefore, **spinners are not allowed at school.**

**Mobile Devices/Cell Phones/Smart Watches :** In alignment with House Bill 1481, Reed Elementary is committed to promoting an engaging and distraction-free learning environment. While we recognize that mobile phones and digital devices are a part of everyday life and can offer reassurance to parents with students travelling to and from school. The expectation, as in previous years, is that during school hours, all students must keep cell phones, smartwatches, and all other electronic digital devices turned off and stored securely in their backpacks, out of sight. Unapproved use of devices during instructional time is not permitted.

Reed Elementary and NISD are not responsible for the loss, theft, or damage of personal devices brought to school. If a student repeatedly uses a device in a way that disrupts learning or violates this policy, parents will be contacted and a progressive plan of action will be established to ensure continued disruptions do not occur. Exceptions may be made for documented medical needs or as outlined in a student's Individualized Education Program (IEP).

**Campus Chromebooks/iPads:**Students are issued electronic devices for use during the school day. Parents and students acknowledge an acceptable use policy at the beginning of the year. If a campus-issued device is damaged or destroyed, students and their **parents/guardians will be responsible for paying the replacement cost** which can range from \$50 - \$300 depending on the damage that was done. **A new device will not be issued until the fee has been paid.**

Technology is a valuable and important resource, please ensure you have a conversation with your students about taking care of items that are on loan to them.

**Visitors:** We do ask that all visitors check in and pick up a visitor's badge from the school office before going to any classroom, cafeteria, or gymnasium. All visitors should be prepared to show 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.

**Fast Passes:** Fast Passes are designed to streamline the check-in process for parents attending on-campus events. While all visitors will still be required to present identification for scanning, the Fast Pass allows for a quicker entry to class parties, ceremonies and campus events. .

In addition, individuals who wish to volunteer on campus and/or chaperone field trips must complete a district background check. A Fast Pass alone is not sufficient to participate in these events/activities.

Please note that Fast Passes will expire on **May 26th, 2027**. Parents are expected to complete the renewal process at the beginning of each year.

**Volunteers/Mentors:** We love having parents and other helpers volunteer at campus events and to help prepare projects for our students. Each year any individual who is interested in volunteering, participating in field trips, chaperoning or helping out at an event will need to fill out the volunteer background check form. These forms must be completed each year.

All adults wishing to volunteer must clear a criminal background check through the district. Access to the volunteer application can be found at [Background Check](#).

We will continue to use the Raptor system and an ID must be presented at all times. If you plan on having lunch or have a parent teacher conference, please allow time to get scanned into our system.

Badges must be visible and worn at all times - staff and guests.

**At the beginning of the year, schools can experience long delays on clearances from our third-party vendor. By submitting checks early, volunteers can avoid the usual beginning of year delays and any additional delays. Please take care of this now if there is any possibility that you may be on campus for extended periods of time, or you want to participate in any of campus events that are planned for this year.**

**Teacher Requests:** The school principal will accept teacher requests in writing. Although it's a written request, it is still not guaranteed. As we want to ensure that all classes are balanced and

meet the needs of all our students. All requests are time and date stamped when received and considered in the order they are received. The last day to accept teacher requests is Friday, April 30th. When writing a request, please list the characteristics of the type of teacher you would prefer for your child. Please do not list specific names. 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.