



# Kay Franklin Elementary School

9180 Silver Spot ● San Antonio, TX 78254  
Phone 210-398-1700 ● Fax 210-257-3013

**Brenda Trigo Gallardo**  
*Principal*

**Juan D. Perez**  
*Associate Principal*

**Brian T. Woods, Ed.D**  
*Superintendent*

Dear Kay Franklin Families:

Welcome to the 2021-2022 school year! We look forward to making this year a very positive experience for you and your child. We are confident that the partnership between our Kay Franklin staff and parents will ensure a wonderfully successful year for your child.

It gives me great personal pleasure to welcome you to our campus. I look forward to meeting all of our new families and visiting with our returning families. We demonstrate overall excellence thanks to the high degree of commitment and involvement from our faculty, parents, and community members. We will work diligently together to guarantee our students are fulfilling the mission and vision.

We look forward to a successful school year!

Sincerely,  
Brenda Trigo Gallardo  
Principal

***School Mascot: Colts***

***School Colors: Columbia Blue and Red***

***School Motto: Kay Franklin Colts: Start Strong, Stay Strong, Finish Strong!***

***Our Vision: Every student will grow in confidence, curiosity, and capability in order to maximize their potential at Kay Franklin Elementary***

***Our Mission: Everyday, in every classroom, we commit to transform the learning experience for all students based upon their individualized needs.***

***Student/Parent Handbook: [www.nisd.net](http://www.nisd.net)***

Please follow us on Facebook and Twitter!

Twitter: @NISDFranklinES



Facebook:  
Kay Franklin Library  
Kay Franklin Elementary PTA  
Kay Franklin Elementary School



### **AFTER SCHOOL CARE:**

The Learning Tree program is offered at Kay Franklin Elementary. The campus provides the facilities but does not intervene with registration, discipline concerns, or management matters. Please contact the Learning Tree Staff at 398-1731 with questions or concerns.

### **ATTENDANCE & Attendance Incentive**

Attendance is extremely important for all students to be successful in school. The instructional school day begins at 7:45 A.M. Children arriving after 7:45 A.M. are tardy and must go to the office to obtain a tardy slip. **STUDENTS ARRIVING AFTER 8:00 A.M MUST BE SIGNED INTO THE BUILDING BY AN ADULT.** For more information, refer to the district student handbook regarding Student Supervision and Dismissal.

A child who is not present at 9:00 A.M. is counted absent for the day. A child who arrives after **9:00 A.M.** must be accompanied by the parent to the school office and must provide the school a written note explaining the reason for the student's absence.

When your child is absent a note must be provided to the teacher with your child's full LEGAL name and date of absence explaining the reason your student was out.

### **BIRTHDAYS:**

No day is more special than the one on which your child was born! Birthdays will be recognized in the classroom and morning announcements. Parents are welcome to send easy-to-serve treats to be shared at the end of the school day or when the teacher plans for the brief celebration. Balloons and other birthday gift deliveries are not permitted.

### **CAFETERIA: MEALS AND MEAL RESTRICTIONS:**

Northside ISD students will receive meals at NO COST under the current USDA Waiver for the 2021-2022 school year.

If you need to reach our Cafeteria Manager, Donna Keener, please email her at [caf193@nisd.net](mailto:caf193@nisd.net) or call (210) 398-1735. If there is a consistent need for restriction to be placed on your child's account (for example, you do not want your child to purchase snacks/desserts), simply contact Ms. Keener and this can be annotated in your child's account. Please communicate food allergies and other meal restrictions with the classroom teacher, school nurse and/or cafeteria manager.

### **CLASSROOM VISITS**

There may be a time when the parents of a student may want to visit their classroom during the school year. All visits to individual classrooms during instructional time (7:45 A.M -3:00 P.M) shall be permitted *only* with the principal's approval ahead of time and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment.

### **EARLY NOTIFICATION OF DISMISSAL CHANGES:**

Please notify your student's teacher of any change to their

dismissal plan in writing. Our goal is to ensure every child gets home safely, and having a consistent dismissal plan and communicating any changes to that plan well in advance is imperative. If the teacher has not received notification from a parent/guardian regarding the dismissal change before 2:00 PM, the student will be sent home according to the plan on file with the classroom teacher.

### **EXTRA CURRICULAR ACTIVITIES**

Extra curricular activities such as Flight Club, Solar Cars, Young Astronauts, etc. will be advertised via morning announcements, teacher announcements, and take home flyers. Be on the lookout for these activities.

### **EARLY PICK UPS:**

Early pick up is discouraged and considered a partial day absence under the state compulsory attendance laws. If your student must leave before 3:10 P.M, the parent must come to the office to have the student released. Students will only be released to individuals listed on file and proper identification will be required.

### **GUIDANCE & COUNSELING PROGRAM**

The Kay Franklin Guidance Program offers many services that assist students in acquiring and maintaining knowledge and skills necessary for healthy social, emotional, career, and personal development. These skills are taught during guidance classes. In addition to classroom guidance, counselors meet with students individually or provide support in small groups. Consulting with teachers and parents regarding concerns about their children is also one of the counselors' responsibilities. Please contact our school counselors Laura Donnel (398-1725) and Liza Bazan-Orta (398-1726).

### **PARENT TEACHER ASSOCIATION (PTA):**

The Kay Franklin Parent-Teacher Association extends a cordial welcome to all parents, family, and community members. All are urged to join and participate in the organization's activities throughout the year. PTA encourages families to volunteer their time at school. There are many ways parents may volunteer including mentoring students, helping teachers make instructional materials (copies), and/or serving as a room parent or field trip chaperone. All parent volunteers must complete a background check and be cleared prior to volunteering. Sign up available at <https://www.nisd.net/community/volunteer-mentor>

### **PICK UP: DURING THE SCHOOL DAY PICK UP:**

When a parent needs to pick up their child from school, upon arrival please head into the building's main lobby. Parents should be ready to share the following information with the office staff at the window: child's legal name, the teacher's name, and the reason for the pick-up. Office staff will check the photo identification to ensure the child is released to an authorized individual and sign out the student. Please wait in the lobby for your student to arrive.

**RECESS:**

All students have 20 minutes of daily recess. Classroom teachers will monitor students to ensure student safety.

**SAFETY DRILLS:**

Fire, lock-down, and weather drills are practiced throughout the school year at scheduled and unscheduled times.

**SNACK TIME:**

Students are allowed to enjoy a healthy snack in the classroom as scheduled by their classroom teacher. Snacks may not be shared and must be provided by the parent.

**SPIRIT DAY:****Every Monday is SPIRIT DAY**

We want our students to *“Start Strong”* and give their full effort at the beginning of every learning week. All students are encouraged to wear school colors or their school spirit shirt each Monday.

**Every Friday is COLLEGE DAY**

We want our students to *“Finish Strong”* at the end of every week by sporting their favorite college t-shirt. The skills mastered throughout their week of learning will help them achieve their goal of attending a college/university after high school graduation. Dream big!

**STAY CONNECTED**

It is our professional obligation to keep parents informed of their child’s progress and behavior. Teachers utilize multiple means of communication methods such as telephone calls, notes, conferences, progress reports, emails, newsletters, etc.

Parent conferences are encouraged throughout the school year and are to be pre arranged at the request of the parent or the teacher. All parents will be invited to a conference sometime during the month of October or November for a Fall Conference. A mid-year and end of year conference will be scheduled with families as needed. Building a positive partnership between home and school is a priority. Please know that our teachers and staff truly care about your child and want to work with you to ensure your child’s success.

Grades Via HAC (Home Access Center) [HAC](#) is another means of staying connected. The HAC allows parents to view information regarding their child’s grades and attendance.

We will send out correspondence to families via our Colts Connected Email messaging system to share upcoming events.

**SCHOOL HOURS:**

School office hours are 7:00 AM-3:45 PM Monday-Friday. Building access is allowed at 7:00 AM so please wait to drop off your student(s) until then. Children arriving after 7:45 AM are considered tardy. A parent dropping off a child after 8:00 AM will need to accompany them to the front security window and obtain a tardy slip to admit the child to class.

**STUDENT DELIVERIES:**

We ask that all deliveries (such as forgotten items) to the classroom to be kept at a minimum to ensure quality learning

time. Please deliver items to the front lobby, where you will be asked to leave the item on the designated table and complete a tag for your student’s items. If you are wanting to drop off items for your student’s birthday, please make prior contact with your students' teacher for approval.

**STUDENT DEVICES:**

Students are allowed to bring their own device (i.e. tablets, cell phone) to campus. If a student brings their own device, it will have to be turned off and left in their backpack. Students are not to use their device during school hours. We ask that if you need to make contact with your student, please do so by contacting the front office. Students will be allowed to use their device during dismissal. Additional information on students bringing their own devices can be found in the Elementary Student Handbook on page E-6.

**STUDENT ARRIVAL:**

At 7:45 AM morning announcements begin and instructional time begins promptly after.

Our campus has developed specific plans and procedures for walkers, bike riders, parent drop-off, and bus riders if needed. Students may access the building from multiple entry points. They may use the front doors by pick up/drop off loop, and the bus loop. Campus doors will open to students starting at 7:00 AM. If your child will eat breakfast at school we recommend arriving at 7:00 AM. There will be limited cafeteria space used due to health and safety guidelines. We encourage families who are dropping off their children and not eating breakfast to wait until 7:15 AM to allow for staggered arrival times.

Students accessing the building from 7:00-7:15 AM will wait in the designated morning waiting area.

ECC/ECSE will utilize the side entrance by the teacher parking lot that leads to their classroom from 6:50-7:00 AM, after 7:00 AM all students will be directed to the main entry doors.

Bike riders who park their bike by the bus loop may use the bus loop entrance to enter the building. Those students who park their bike by the front pick up area may use the front entrance. All walkers coming from Raw Silver will walk through the bus loop using the bus loop entrance doors. All walkers coming from Silver Spot will utilize the front of the school entrance.

Students arriving by bus will enter the building through the bus loop entrance and only students eating breakfast will enter the cafeteria. Active monitoring will take place to ensure student safety. Younger students will be escorted to their classrooms as needed.

Please support our learning environment by ensuring your children are dropped off before 7:40 AM.

## **Teacher Conference Times:**

Kinder	9:20 - 10:05
1st Grade	12:30 - 1:15
2nd Grade	10:10 - 10:55
3rd Grade	1:25 - 2:10
4th Grade	11:00 - 11:45
5th Grade	2:15 - 3:00

\*Conference times for discovery teachers (PE, music, art, and computer) will vary.

## **VISITORS & PROCEDURES for SIGN-IN using the RAPTOR SYSTEM**

For security purposes, all parents and visitors to our school campus must sign in and check in at the campus administrative office, list the reason for the visit, and display his or her driver's license or other government-issued form of photographic identification prior to proceeding elsewhere on campus. Currently, visitors are allowed on campus for essential business (scheduled appointment, illness of a child, family emergency, etc.). All individuals entering the building will be required to wear a face covering.

**ALL VISITORS must present a picture ID that will be scanned through our Raptor System every time you visit our campus. No one will be allowed to enter the building without an ID. Scanning will be from 7:45-3:10 PM.**



NISD will continue to consult with and review the guidance issued by the Texas Education Agency (TEA) as well as local, state and national public health officials. Additionally, any order issued by the governor's office will be followed. Due to changing metrics and health trends, we anticipate possible changes and revisions to our operating procedures as the school year progresses. Updates will be provided as protocols can safely be changed. The following is a list of general guidelines to start our school year:

- **In the interest of student and staff health and safety, the Northside ISD Board of Trustees voted to implement a temporary facemask mandate for all students, staff, and visitors while indoors at district facilities and on school buses. This mandate goes into effect Monday, Aug. 23.**

**Trustees authorized the district's superintendent to adjust this temporary mask mandate as**

**appropriate given local health metrics and circumstances. The health and well-being of students and staff remains our priority.**

- Routine and frequent cleaning and disinfecting will continue at all district facilities including on school buses.
- Frequent handwashing will be encouraged. Hand sanitizer will be made available for all students and staff.
- Staff, students, and visitors are encouraged to practice physical distancing when possible.
- COVID-19 testing will continue to be offered at NISD campuses for symptomatic individuals with parent consent.
- Contact tracing will occur as necessary at all district campuses and buildings. Students and staff will likely not be required to quarantine if they have been fully vaccinated or, potentially, were wearing a mask when the close contact occurred.
- In the event of a positive COVID-19 case, communication will be provided to families in a manner deemed appropriate by the campus principal and/or the Director of Health Services while protecting the confidentiality of individuals and their healthcare information. At the elementary level, notification will likely be provided to class or grade level groups. At the secondary level where contact tracing will potentially be more difficult, notification will be made to individuals with a known exposure.
- NISD is working with various vaccine providers to schedule voluntary vaccination clinics to provide the COVID-19 and other vaccines to students, employees, and community members who elect to receive them. Many campuses will be hosting vaccine providers at their back-to-school events.
- Remote/Virtual learning will be provided only to qualifying elementary students who completed the application process in the spring. This option is not available to secondary students nor is it available for any additional elementary students. Families with students who cannot physically attend in-person due to a medical condition, including a precautionary quarantine, are encouraged to apply for homebound and/or other support services.

NISD is committed to addressing the health, safety, and instructional needs of all our students. We will be responsive to the social and emotional needs of students, staff, and families by providing access to personnel such as professional school counselors.

More detailed information will be provided as it's finalized at the district level. For questions, you may contact campus Administration or our School Nurse.

## **QUESTIONS OR CONCERNS**

If you have questions or concerns directly related to your child's interactions in their classroom, we ask that you speak directly to your child's teacher first before coming to an administrator. Your child's teacher will be the first point of contact as they are the most informed person when it comes to your child. If the matter cannot be resolved at that level, you are free to call or email an administrator. Please allow 24-48 hours for your teacher or an administrator to respond to your communication.

### **Administration:**

Brenda Gallardo, Principal  
[Brenda.Gallardo@nisd.net](mailto:Brenda.Gallardo@nisd.net)

Juan D. Perez, Associate Principal  
[Juan-d.Perez@nisd.net](mailto:Juan-d.Perez@nisd.net)

### **Front Office Staff:**

Brittany Nordstrom, Principal Secretary  
210-398-1700  
[Brittany.Nordstrom@nisd.net](mailto:Brittany.Nordstrom@nisd.net)

Lori Molina, Attendance Secretary  
[Lori-L.molina@nisd.net](mailto:Lori-L.molina@nisd.net)

Layna McKinney, Office Clerk

Sarah Adames, Office Clerk

Ashley Parker, RN, School Nurse  
210-398-1709  
[Ashley.Parker@nisd.net](mailto:Ashley.Parker@nisd.net)

### **Support Staff:**

Wendi Gover, Technology Support Specialist (webmaster)  
[Wendi.Gover@nisd.net](mailto:Wendi.Gover@nisd.net)

Donna Keener, Cafeteria Manager  
210-398-1735  
[caf193@nisd.net](mailto:caf193@nisd.net)

Christina Lakey, Special Education Campus Coordinator  
210-398-1727  
[Christina.Lakey@nisd.net](mailto:Christina.Lakey@nisd.net)

Karen Piedra, Librarian  
210-398-1734  
[Karen.Piedra@nisd.net](mailto:Karen.Piedra@nisd.net)

Kristina Poteete, Math Specialist  
210-398-1700 x3104  
[Kristina.Poteete@nisd.net](mailto:Kristina.Poteete@nisd.net)

Laura Donnel, School Counselor  
210-398-1725  
[Laura.Donnel@nisd.net](mailto:Laura.Donnel@nisd.net)

Liza Bazan-Orta, School Counselor  
210-398-1726  
[Liza.Bazan-Orta@nisd.net](mailto:Liza.Bazan-Orta@nisd.net)

Amanda Hawkins, GT Specialist  
210-398-1700 x3102  
[Amanda.Hawkins@nisd.net](mailto:Amanda.Hawkins@nisd.net)

Vanessa Pierce, Reading Specialist  
210-398-1720  
[Vanessa.Pierce@nisd.net](mailto:Vanessa.Pierce@nisd.net)