



2023 - 2024 Parent Handbook  
A supplement to the [NISD Elementary Student-Parent Handbook](#)

10785 Triana Pkwy  
Helotes TX  
Office (210) 398-1200  
Fax (210) 695-5394

# Our Mission/ Nuestra Misión:

THE LOS REYES FAMILY IS COMMITTED TO THE DEVELOPMENT OF THE WHOLE CHILD BY ENRICHING, EMPOWERING, AND STRENGTHENING OUR LONGHORN COMMUNITY.

LA FAMILIA LOS REYES ESTÁ COMPROMETIDA CON EL DESARROLLO INTEGRAL DEL NIÑO MEDIANTE AL ENRIQUECER, EMPODERAR Y FORTALECER NUESTRA COMUNIDAD LONGHORN.

# Our Vision/ Nuestra Visión:

LOS REYES, THROUGH ITS LEGACY OF EXCELLENCE, IS THE PREMIER ELEMENTARY SCHOOL OF HELOTES, TX.

LOS REYES, A TRAVÉS DE SU LEGADO DE EXCELENCIA, ES LA ESCUELA PRIMARIA PRINCIPAL DE HELOTES, TX.

Mascot/ Mascota: Longhorns

School Colors/ Colores: red/ rojo + creme/crema



# Administrative Team/ Equipo administrativo

CINDY GIBSON- PRINCIPAL

MATTHEW SCHERWITZ- ASSOCIATE PRINCIPAL

BRITTANY VELA- PRINCIPAL'S SECRETARY

PATRICIA IBARRA- ATTENDANCE SECRETARY

OFFICE CLERK- REBECCA HERNANDEZ (NOT PICTURED)



# School Hours

Our instructional day is 7:45 a.m. – 3:00 p.m.

**No walk-ins after 7:40 a.m.**

School office hours are 7:00 a.m.-4:00 p.m.  
Monday-Friday.

A parent dropping off a child after 7:45 will need to accompany the child to the front security window to obtain a tardy slip to admit the child to class. *Please note - **the back bus loop is not a student drop off.***



# Curriculum

Based on Texas Essential  
Knowledge and Skills (TEKS)

- Reading
- Language Arts
- Math
- Science
- Social Studies
- Discovery Classes (STEM, PE, Art, Music)

The state mandated curriculum (Texas Essential Knowledge & Skills, or TEKS) outlines what students should know, understand and be able to do upon completion of the school year. Refer to grade level-specific promotion requirements on the next page. Discovery classes include P.E. every other day and Art, STEM, and Music on a 6 day rotating schedule. Students also receive scheduled guidance lessons in their classrooms provided by our School Counselors. Our library is the hub of the school and is filled with resources for check out and research. All classes have scheduled visits to the library for lessons, read alouds, author visits, and for book checkout.

# Northside's Guidance Curriculum

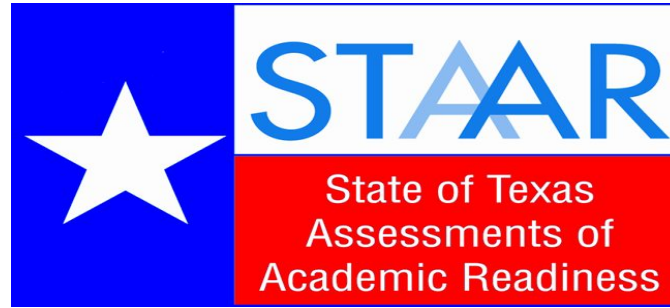
## Components:

- Guidance lessons- provided in the classroom to facilitate student growth and development in the areas of educational, career, personal, and social development.
- Responsive Services- counselors intervene with or on behalf of those students in Pre-k through 5th grade whose personal circumstances, concerns, or problems are threatening to interfere with their healthy educational, personal, social, and educational development.
- System Support
- Individual Planning

*Please contact our wonderful counselors for more information or visit our district website for [Guidance & Counseling](#) information.*

**Margaret Larson**-margaret.larson@nisd.net

**Linda Salinas**- linda.salinas@nisd.net



# Statewide Assessments

- Increased rigor
  - Goal is to ensure students have the needed academic knowledge and skills to be college or career ready
  - April 25: 3rd–5th Reading
  - May 2: 5th Science
  - May 9: 3rd–5th Math
- \*For testing security purposes, campus will be closed during the weeks of STAAR assessments.\***

# How will my child's needs be met?

- Guided Reading and strategy groups to provide instruction at the student's level
- Individual Conferencing
- Small Group Instruction
- Interactive Science Notebooks
- Guided Math, small groups, and Workstations.
- Discovery Classes (Art, STEM, Music, P.E., Guidance & Counseling)
- Individualized plans (per RTI, 504, IEP plan)
- Intervention Groups (as needed)
- W.I.N. campus-wide intervention

# Grading

- Grades and attendance will be taken and available 24/7 on Home Access Center.
- Grades will be updated weekly.
- A new account needs to be created each year on Home Access Center. <https://www.nisd.net/parents>
- Student will be graded on:
  - Daily Work
  - Special Projects
  - Assessments



# Redo/ Retakes/ Reteach

- Students who do not receive a passing grade on an assignment will be provided opportunities to redo or retake the assignment for which they received a failing grade.
- Teachers will provide re-teach to students who do not master the concepts and skills on these assignments or assessments.
- In addition, students are expected to make up work that is missed due to absences.



# Character Counts









We will celebrate students that exhibit Pillars of Character through our Longhorn Roundups.

- **Trustworthy** - be honest, don't deceive, cheat or steal. Have integrity to do what you say you will do. Keep promises and be loyal to your values.
- **Respect** - Follow the Golden Rule, be accepting of differences, be courteous, deal peacefully with anger, and be considerate of others feelings.
- **Responsibility** - do what you are supposed to do, try your best, persevere, be self disciplined, think before you act and be accountable for your words, actions and attitudes.
- **Fairness** - play by the rules, take turns/share, be open minded, listen to others and don't take advantage of others.
- **Caring** - be kind, be compassionate, express gratitude, and forgive others.
- **Citizenship** - do your share to make you home, school, and community better. Cooperate, be a good neighbor, make choices that protect the safety and rights of others, and protect the environment.



# Learner Profiles

In Northside, every student will be:

Learner Profiles	Who Are We?
1. Collaborators 	<b>We work together</b> to accomplish a shared, common goal.
2. Communicators 	<b>We share</b> thoughts, ideas, and questions while listening to those of others.
3. Creators 	<b>We design</b> new ideas, techniques, concepts, or products.
4. Innovators 	<b>We improve</b> existing ideas in unique ways.
5. Leaders 	<b>We model</b> the way while encouraging others.
6. Learners 	<b>We seek</b> to deepen knowledge and understanding.
7. Critical Thinkers 	<b>We analyze,</b> consider, and question information from all sources.
8. Solution Finders 	<b>We recognize a problem</b> and work toward solving it.

# Student Assigned Devices

Access to the District's technology resources, including computers, the Internet, and other computer resources is made available to students for instructional use. Access to District's technology resources, including computers, the Internet, and other computer resources is a privilege, not a right. All students and parents are required to acknowledge receipt and understanding of all policies of use each year, this is the AUP (acceptable use policy).

Acceptable use includes Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Each student or the student's parent/guardian is responsible for all instructional material and technological equipment. Parents/Guardians can/will be held responsible for paying to repair/replace a device for a student who fails to handle devices in an acceptable manner and Depending on if the damage was determined to be accidental, intention, or neglect.

Parents will be notified of damaged/broken devices.



# School Supplies

- Supply lists are available on the school website.
- School supplies may need to be replenished throughout the school year.
- Please let us know if you are in need of assistance with obtaining any supplies for your child. Our counselors have free school supplies available for families going through special circumstances.

# School & Home Communication

- Weekly **Classroom Newsletters**
- **Class Dojo** communication app
- Principal's **Longhorn Monthly** Newsletter
- 24/7 Access to Attendance & Grades Online via **Home Access Center** (HAC)
- **School Website** - [www.nisd.net/losreyes](http://www.nisd.net/losreyes)
- **School Messenger**—District departments and campuses send call outs, text messages, and e-mail notifications with important information. Click here for [help](#) or to [sign in](#).
- **NISD Mobile App**—Parents can download our free app to receive district notifications, including notices about school closures.  
[Apple App Store](#)   [Google Play](#)



# Student Expectations

- Complete daily assignments
- Dress Code: The policy allows for the wearing of shorts by all students (Pre-K -12) as long as the shorts are mid-thigh length or longer. As with the previous policy, the final determination of acceptable dress and grooming rests with the campus principal or his/her designee. Guidelines for the new dress and grooming policy are linked.
- Follow Student Code of Conduct. For more information and range of consequences, reference Section C in the NISD Student-Parent Handbook.
- [English](#)
- [Spanish](#)
- Great attendance (>5 absences) and engagement is critical.

# Attendance

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction (7:45 a.m.–3:00 p.m.) every day of the school year. Children who are absent miss valuable instruction. Absences affect the quality of a student's work and negatively impacts the child's learning.

All absences (excused or unexcused) count toward the compulsory attendance 90% rule. Students missing more than 10% of the school year are at risk of retention.

When a child is absent or tardy from school, the parent or guardian must send a note with parent signature within 3 days, explaining the reason for the absence upon the child's return to school. A phone call will NOT be used as documentation towards an absence.

All notes must include:

- The date of the note
- The name of the child
- The student ID # (lunch number)
- The date of the absence or tardy
- The specific reason for the absence or tardy
- The parent's signature

An absence may be excused when there is an acceptable cause such as personal illness, death in the family, or valid family emergency. **Vacations are not an acceptable cause for an excused absence** from school. When a student's absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 3 days will result in an unexcused absence.



# Attendance continued

<u>Absences Excused</u> <u>Excused with a Note</u>	<u>Absences Unexcused Even</u> <u>with a Note</u>
Illness <input type="checkbox"/>	Car Trouble
Medical Appointments	Missed Bus
Religious Holidays	Overslept
Funerals of Immediate Family	Family Business (including trips)
Court Appointments with Subpoena	Errands for or with Parents
*All above are unexcused without a note	Vacations

## Tardies

7:45 AM. Excessive tardies may result in an Attendance Warning Notice.

## Early Outs

Early outs are when a student is signed out early and picked up from school before 3:00 PM It is considered to be a partial day absence. Documentation for an appointment must be submitted within 3 days of the early-out to be considered excused. Attendance Warning Notice may be issued for excessive Early Outs. For safety reasons, students will not be released to parents between 2:30 and 3:00.



## Dads of Great Students:

- National innovative program focused on the prevention of violence in our schools by using the positive influence of fathers and father-figures.
- Interested fathers must complete the [Background Check Form](#) and have a [PTA membership](#).

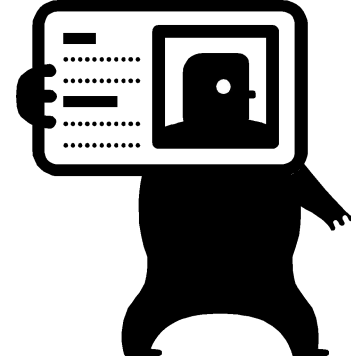
## Serves a two-fold purpose:

- to provide an unobtrusive presence in schools, and
- to be a positive and active role-model for the children at their school.

# Volunteers

- For the safety and security of our students, All Los Reyes Volunteers will be required to complete and clear the [Background Check Form](#) quarterly.
- Must have valid license or state issued I.D. **EACH TIME** you come on campus and get signed in through our Raptor System.
- Volunteers may acquire a Fast Pass.

# Raptor Sign-In System



The Raptor System screens guests for those who may pose a threat to students.

- Sign in 7:00 am – 3:00 pm
- Must have valid license or state issued I.D. **EACH TIME** you come on campus. Only exception is a Fast Pass.
- I.D. scan will be required for walking your child in during arrival (unless you have a Fast Pass). No exceptions!
- I.D. scan will be required for all visitors and volunteers coming in for meetings, volunteer work, etc.
- Please wear the provided visitor's badge while on campus.
- Return badge before leaving.
- There is no access to the building after 3:45 pm unless pre arranged with a staff member.



# ARRIVAL



- **Drop off in the loop is from 7:00 am-7:40 am.** After 7:40 am, we do not have any more staff on duty in the front drop-off loop. After 7:45 am, your child will be documented as tardy.
- **Walking students into the building-** Parents may walk their child into the building up until **7:40 only**. If you do not acquire a Fast Pass, you must have your picture ID or driver's license scanned through our Raptor system daily.
- **Please have students here by 7:20am** if they need breakfast. Breakfast is served in the cafeteria until 7:40. Instruction starts promptly at 7:45am.
- **All parents must sit at the parent table during breakfast.**

# DISMISSAL



**Car Pick up - We ENCOURAGE everyone to STAY IN their cars.** Each child has been assigned a unique number for pick-up.

- Please make sure you have those numbers daily in your vehicle. It is best to have numbers posted and visible to help with the flow of dismissal. This will make the pick up process efficient and quick.
- Students do not exit the building until we have notified the teacher of your arrival.
- As we load the cars it is safest to load from the passenger's side of the car. It is not safe for students and teachers to walk in-between cars.
- Car tags are color coded by grade level . Additional copies may be requested at any time.

**Parents that walk up** should stand either by the flagpole or by the side gate. A staff member will bring the child to the parent. Parents should NOT BLOCK THE FRONT ENTRANCE DOORS.

**Thank you** all for your patience and helping us keep everyone safe at pick up!

# Fast Pass for Frequent Visitors

- If you want to avoid long lines at arrival when walking your child into the building, you can secure your fast pass by completing the NISD [Background Check Form](#).
- Please note that background checks may take up to 10 business days to clear.
- Fast Passes must be renewed each quarter.
- Background Checks also serve for volunteer purposes.

# School Meals/ lunches



- Due to a change in federal law, school meals will no longer be offered at no cost to all students this school year. You may load money to your child's meal account at [school cafe](#). Click here for [instructions](#).
- The new MealViewer online interactive menu has launched and can be found at: <https://schools.mealviewer.com/school/LosReyesElementarySchool>
- If you are joining your child for lunch or breakfast you must eat at the Parent Table and **only with your child**.
- Parents may not bring outside food for any other child but their own. Due to limited space, only **ONE PARENT** will be allowed to join their child for lunch. First come, first serve.
- Please contact the school office at 210-398-1200 and ask to speak to our cafeteria manager with any questions or concerns regarding meals, health restrictions, or special diets for your child/children.
- If you think your child may qualify for free and reduced lunch benefits, [click here](#).



# Medications & Nurse

School Nurse: Yvette Haynes, RN  
Josephine Keller, LVN

All medication should be taken directly to the school office by the parent. Do NOT send medication with a child or in their backpack.

- Medication (both prescription and over-the-counter) can only be administered with a physician's order and a parent note.
- No medications are allowed in the classroom (including over-the-counter items such as cough drops, Tylenol, etc.), nor may students administer their own medication.
- Leftover medication *must* be picked up by the parents as students may take home only empty containers.



# Learning Tree



Registration for the 2023-2024 School Year:

Are you seeking on-site after-school enrichment for the 2023-2024 school year? Register for the Learning Tree/Club LT After-school Enrichment Program beginning June 1, 2023.

After-school programming is available at all district elementary and middle school sites. Tuition is \$255 monthly for the first child, \$235 for the second child, and \$215 for additional siblings. Tuition is due on the 27th of the month prior to the month of attendance. A one-time \$40 non-refundable registration fee per child is due upon registration. The hours of operation are from school release to 6:30 pm. Space is limited.

Reduced tuition is available for families meeting the USDA Income Eligibility Guidelines. Registration for 2023-2024 starts on June 1, 2023, and ends on April 19, 2024. For reduced rate inquiries, please contact Carrie Rios at [carrie.rios@nisd.net](mailto:carrie.rios@nisd.net) beginning on June 1, 2023.

More information can be found at <https://www.nisd.net/district/after-school>.

# Special Days



## Birthdays:

- Parents may drop off **store bought**, individually wrapped items to be disseminated at the end of the instructional day by the teacher.
- Acceptable food items include: store bought cookies, cupcakes, candy bags, doughnuts. Please ask teacher about food allergies.
- Purchasing any meals (pizza, happy meals) for the whole class to celebrate a birthday will not be permitted. Providing these type of meals will be reserved for the two school classroom parties (Winter Party and End of Year).
- **Balloons are not permitted.**
- Parents are not allowed to join the class for birthdays.
- Birthday party invitations will only be distributed in class if **ALL** students are invited.
  - For boys only parties: all boys in class must receive an invitation.
  - For girls only parties: all girls in class must receive an invitation.



@NISDLosReyes



NISDLosReyes

Stay connected with all the fun  
"happenings" in Longhorn Land  
via our Twitter and Facebook  
Page!

# Support Los Reyes PTA

- 100% Membership Goal for Staff & Parents
- Please support PTA by becoming a member at [www.joinpta.org](http://www.joinpta.org) only \$10.00.  
Be sure to select Northside ISD as the district and Los Reyes Elementary as the PTA.
- Studies show that students with involved parents have greater academic achievement!

## WE NEED YOU PARENTS!

Together we'll be successful!



Show your school spirit and get your Longhorn Merchandise!

# NEED SPIRITWEAR?

Check Out Our School's  
Online Store

EVERY PURCHASE HELPS FUND SCHOOL PROGRAMS!



- Many Items & Designs
- Shipped to Home
- Flat Rate Shipping

\$4.95 Shipping on All Orders All Year  
\*No Handling Fee

QUESTIONS? CALL US AT 517-606-0000 OR  
EMAIL AT [INFO@SPIRITWEARDIRECT.COM](mailto:INFO@SPIRITWEARDIRECT.COM)



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#LonghornLand



#SamosLonghorns

Thank you for your support!  
Together, we'll make this  
a great year for your child!