

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

NORA FORESTER ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK

2025

2026



School Mascot: Blaze the Dragon
School Colors: Forest Green & Golden Yellow

Principal: Kelly Mantle
Associate Principal: Joseph Hernández

Address:
10726 Rousseau Rd.
San Antonio, TX 78245

Phone: 210-397-0200
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Website: nisd.net/forester



Dear Parents,

Welcome to Forester Elementary School. This handbook is provided to give you lots of valuable information about your child's school. Please take the time to read the information. The following guidelines are expected to be followed along with the NISD Elementary Student Handbook.

As the 2025-2026 school year begins, please know that every member of the school 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.

Please take time to read the *Forester Student & Parent Handbook* and the *NISD Elementary Student Handbook* (<http://www.nisd.net/schools/handbooks>) and discuss it with your child.

Sincerely,

Kelly Mantle
Principal

Blazing Our Way to New Destinations by Displaying:

Dependability

Respectfulness

Awesome attitude and actions

Goodness to everyone

Optimism

Nothing but my very best effort

Sensitivity to others



Mission: Create a culture of learning and growth.

Vision: Build lifelong learners who are confident, curious and capable.

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Forester Campus Procedures

School Doors Open at 7:00 AM:

Students should not arrive on campus before 7:00 AM.

(There will be no adult supervision before this time. Faculty is on duty beginning at 7:00 AM).

- Breakfast is served from 7:00 AM - 7:40 AM.
- All Students wait in the gym until 7:15 AM. At this time, 2nd -5th grade students will be dismissed to go to their assigned area.
- All students are expected to start the learning process when they enter our doors. Students will be expected to read/study quietly in the morning.
- **Kinder - 1st grade:** Remain in the gym in their designated class line area until their teacher arrives to pick them up. We ask that parents refrain from waiting in the gym with students and allow students to join their classmates in their class line.
- **2nd - 5th grade:** These students are permitted to go to their hallway and wait outside their classroom door after 7:15 AM.

School Day Starts: 7:45 AM

Tardy: Students will be marked **TARDY** if they are not in class by **7:45 AM**.

School Day Ends: 3:00 PM

School Security:

A valid government or state-issued identification, such as a driver's license, passport or military I.D, is required for checking out students, or being on the campus when students are present. Please be prepared to show ID to our office personnel for all visits to the campus.

- **NO** parents are allowed upstairs or in any hallway where there are classrooms at any time without a visible visitor's pass.
- Please **DO NOT** wait outside the classroom for the teacher. If you need to speak to the teacher, you may email the teacher to set up a conference time.

Visitors: NO ID - NO ENTRY

- As noted in the District Elementary Student Handbook, parents are encouraged to visit the child's school at any time.
- Visits to individual classrooms during instructional time shall be permitted **ONLY** with the Principal's approval, in consultation with the teacher and TEA guidelines.
- Visits will not be permitted if the duration or frequency interferes with the delivery of instruction or disrupts the school environment.
- Visitors must check in with the office with a valid ID for every visit. Your ID will be scanned through the RAPTOR system and you will receive a **visitor's badge**.
- The **visitor's badge** must be worn and visible at all times while you are on campus.
- Visitors without a badge will be escorted to the office to receive their badge.

Forester Office Procedures

Emergency Contact Information:

It is important that the school always has a working number where a parent or designated emergency contact person can be reached in case of emergencies. Please notify the school in person of any changes to your address, phone numbers (home and work), and designated emergency contact persons.

Students will only be released to persons designated by a parent/guardian on the current registration information. Changes can be made during the school year by contacting the campus Attendance Secretary.

Parent Notification Regarding Custody Documentation:

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child **UNLESS**:

- A parent has a signed court order indicating which parent has custody of the child.
- There is a special order from the court stating certain conditions that the school should follow.
- The school **MUST HAVE A COPY OF THE SIGNED COURT ORDER** on file. If the school does not have the order on file, either parent may have access to educational information and/or check the child out of school with proper identification.

Medications:

All medications will be handled by adults and taken directly to the school nurse. **UNDER NO CIRCUMSTANCES** will medications be sent back home with students. This policy has been developed with the safety of children in mind.

- Long-term medications (those with longer than a two-week duration) will be given with the parent's permission and a physician's orders. Long-term forms are available in the clinic.
- Short-term medications (those with a duration of two-weeks or less) will be given with the parent's written permission.
- Medications must be picked up by the parent at the end of every school year.

Food Allergies:

Any student who suffers from food allergies should contact the school nurse, the classroom teacher, and the cafeteria manager.

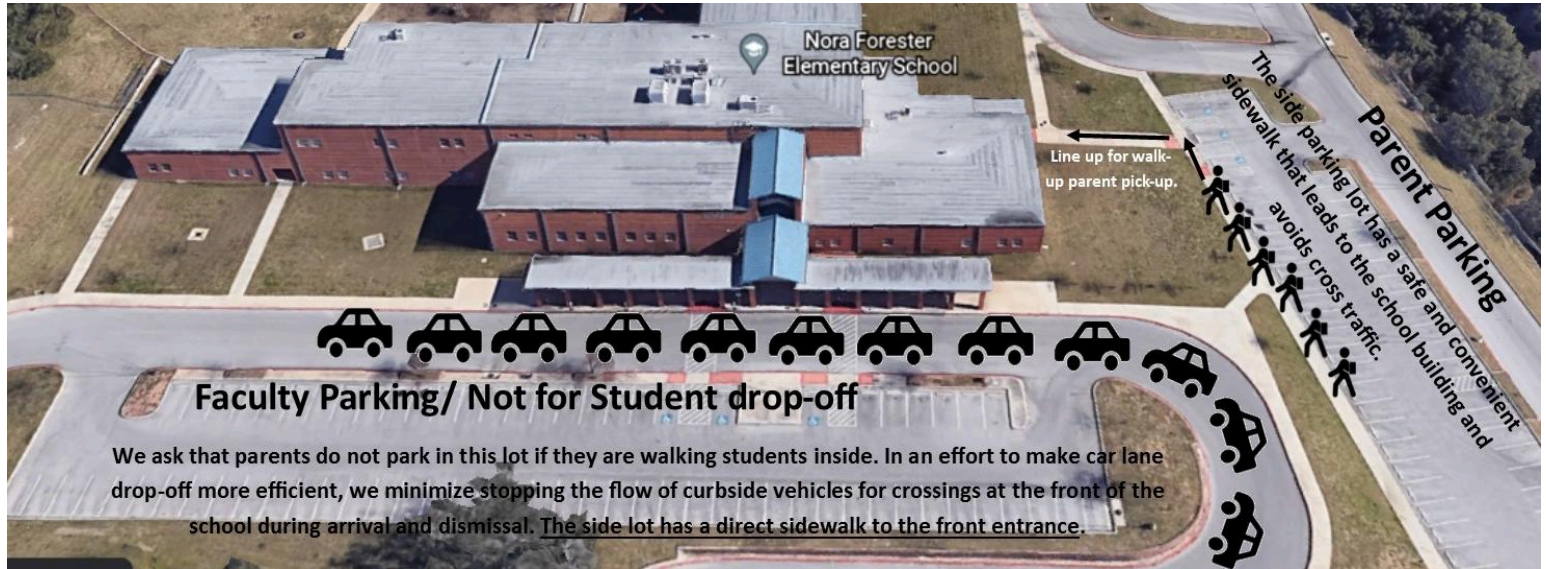
- The school nurse will consult with the District Health Services on an individual basis, and a food allergy plan will be put in place.

Asthma:

If your child is diagnosed with asthma, he/she must have a written plan documented at school.

- Please contact the school nurse and the Associate Principal, so that a 504 action plan can be put into place.

Forester Arrival & Dismissal Procedures



Arrival Procedures:

- You may use the drive-thru lane to drop off your students - **UNDER NO CIRCUMSTANCES** will students be dropped off in the parking lots.
- **Independent start:** Please encourage your child to walk independently to their designated area/hallway to join their classmates. Faculty are on duty starting at 7:00 AM in the cafeteria/gym area and at 7:15 AM in the hallways.
- **7:15 AM:** Students are permitted to go to their designated areas.
- **7:35 AM:** Teachers will pick up classes from the gym and/or open classroom doors. *

**It is important that teachers are able to start their day and greet their class at this time. Parents are not permitted to wait outside the classrooms to speak with teachers. Parents are encouraged to contact their child's teacher via email to schedule a conference.*

Dismissal Procedures:

For student safety, Forester students will remain in their classrooms until their names are called for their specific type of dismissal. Student dismissal will happen in the following ways:

1. **School Bus/Daycare Bus** - School and daycare bus riders will go to the gym and line-up in their designated spots.
 - a. School bus service is made available to students who qualify by distance. For questions, please contact NISD Transportation Department at 210-397-0250, or check the NISD buses website: <https://nisd.net/boundaries-and-buses>.
 - b. For the safety of all students and staff, **parents aren't permitted to drive through the bus loop or pass school/daycare buses at any time** — even if buses appear to be parked or not loading.
2. **Learning Tree** - students enrolled in the NISD Learning Tree Program will be picked up by their Youth Leader Instructor at 3:00pm.

- a. Learning Tree questions can be directed to the Learning Tree Main Office at 210-397-8102 or through the NISD website: <https://nisd.net/learning-tree/>.
 - b. If your child is enrolled in Learning Tree and you need to make a dismissal change after 3:00pm, please contact the Learning Tree campus office directly at 210-397-0231.
3. **Drive-thru Parent Pick-up** - This is located in the front of the school. We will use iDismiss application for the dismissal process. Students will remain in their classroom until their number is displayed and their teacher dismisses them to the front foyer.
 - a. Stay in the right lane to load/unload students - The left lane is for drive-thru only and must remain clear at all times in case of emergencies. **No stopping** in this area. **NO ONE should be picked-up in the left lane.**
 - b. For the safety of students, they must load/unload from the curb side of the lane. Students will **NOT** walk off the curb into the driveway to load/unload.
 - c. Remain in your vehicle at all times.
 - d. Follow the directions from the staff on duty.
 - e. Students will be escorted to the car by a safety patrol or a teacher on duty.
 - f. **CELL PHONE USAGE OF ANY KIND IS PROHIBITED WHILE IN A SCHOOL ZONE** and in the drive-thru lane. **(It is the law! The Campus Officer will enforce this policy.)**
4. **Walk-up parents - Park in the designated side parking lot. (See diagram above.)**
NO ONE should be picked-up in the parking lot.
 - a. Walk-up parents will form a line on the sidewalk at the side entrance of the school.
 - b. Students are **NOT ALLOWED** to cross into the parking lot without a parent/guardian.
5. **Walkers and bike riders** - Students who walk home or ride their bike will be escorted by a teacher to the crosswalk. Please walk bikes, skateboards and scooters until you are off school property.
6. **Pick-up time - All students must be picked up at 3:00 PM each day.** After 3:00 PM students will be escorted to the office where a parent/guardian will need to sign them out. A valid ID is required to sign your child out.
7. **Change of transportation** - Any changes to your child's dismissal routine requires a signed parent note to the child's teacher. A student's regular dismissal routine will be followed unless written notification from parent/guardian is provided to the teacher. If there are multiple children, please notify each teacher separately. Last minute changes in transportation can be made by calling the school office at 210-397-0200 no later than **2:30 PM**.
8. **Early Out** - Students being picked up early for appointments must be signed out prior to 2:30 PM. **NO students will be signed out after 2:30 PM.**
 - a. **Please bring valid ID to check student(s) out.*

Forester & NISD Campus Policies

Attendance:

Student success depends on consistent, daily attendance. Excused absences include:

- student illness
- death in the family
- family emergency
- observance of religious/holy days
- any unusual or extenuating circumstance acceptable to the Principal or his/her designee

In the event of a student absence, parents need to contact the child's teacher and send a note detailing the absence from school. The note must include the date of the note, the name of the child, the date of the absence(s), the specific reason for the absence(s), and the parent/guardian's signature. **You will have 3 school days from the time the student returns to school to submit a note, or the absence will be considered unexcused.** Please be aware that an "excused" absence is still considered an absence. If your child has a medical appointment during school hours, submit a note from the doctor's office.

(Visit <http://www.nisd.net/schools/handbooks> for the *Northside Elementary Student Handbook* for additional exceptions to daily attendance.)

Appointments:

Students who leave school for appointments will be called to the office upon your arrival. Parents/guardians must show valid identification anytime they wish to sign their child out of school. Our students' safety is our top priority. School personnel will only release students with prior authorization from the front office and only to individuals listed on the student's current emergency contact information that is filed with the school.

Parent-Teacher Conferences:

Parents/guardians are encouraged to have conferences throughout the school year as questions or concerns arise.

- In accordance with district policy- teachers are **required** to have a face-to-face conference during the first semester of every school year.
- A parent/guardian or teacher may request a conference at any time during the school year. **These conferences will be pre-scheduled.**
- A conference concerning discipline/behavior must be face-to-face when the issues are persistent or of a serious nature.
- Drop-by "chats" and talks during arrival and/or dismissal times are discouraged as teachers are on duty during those times.

PTA:

Forester families are encouraged to join and participate in PTA. Your membership dues and fundraising directly benefit all students at Forester in the form of field trips, campus events, incentives, etc.

- Joining **DOES NOT** commit you to volunteer or give a time commitment.
- If you wish to volunteer, we welcome your time and service.

Bikes, Scooters, Skateboards, and Rollerblades:

- Bikes must be parked and locked at the bike rack located next to the bus loop. Bikes must be walked while on the school grounds.
- Students may ride scooters and skateboards to school, but they will walk them on the school grounds.
- Scooters must be secured and locked at the bike rack during school hours.
- Skateboards will be stored in the classroom during the school day.
- Wheeled athletic shoes (*Heelys*) are not allowed at school.

***Forester Elementary is not responsible for damaged, lost or stolen items.**

Volunteers:

We always welcome all volunteers to Forester Elementary. If you think that you may want to volunteer for school events, PALS, field trips, etc. you will be required to complete a Criminal Background Check.

- You will find the **Criminal Background Check** at <https://hrvolunteer.nisd.net> by clicking on “*Volunteer/Contractor Background Check*”.
- This form needs to be completed at least 7 business days before in order to be able to chaperone a field trip or volunteer at a school event.
- It is highly recommended that you complete the form at the beginning of the school year.
- **A new background check is required every year.**

Spirit Days:

Fridays are **SPIRIT DAYS!** Students are encouraged to wear their school shirts.

- T-shirts and other spirit gear items will be available for purchase throughout the year.

Food at School:

Elementary schools are under the Texas Department of Agriculture and must follow their nutritional rules.

- Parents may choose the food items sent to school for their own children, but **NOT** for other students.
- Students are prohibited from selling food fundraising items during the school day.
- If snacks are permitted in the classroom, parents are encouraged to send a **SMALL, HEALTHY** snack.

- Be aware of food allergies in your child's classroom (school nurse has information). Classroom teachers are notified if a student has a food allergy on file with the school.

Classroom Parties:

Elementary schools are allowed to have 3 parties a year.

- Classroom parties for the 2025-2026 school year will be: Winter, Fiesta, and Last Day of School parties.
- **All food items must be store bought.**
- Please be aware of food allergies in your child's classroom.

Invitations:

Invitations may be passed out at school.

- Invitations may be passed out to all boys, all girls, or the entire class. It is never pleasant to be the one who is not invited.

Student Birthdays:

We will honor your child's birthday during the last 15 minutes of class.

- Birthday treats are permitted and will be distributed during the last 15 minutes of the day.
- Food items must be store-bought. Cupcakes, cookies, donuts, or individually wrapped snack treats are ideal for the classroom. Napkins and/or plates are appreciated.
- **Sheet cakes, ice-cream, goody bags, or drinks are NOT permitted.**
- Parents are not permitted to attend these celebrations.
- Please be aware of food allergies in your child's classroom.

Dress Code & Grooming Guidelines:

All clothing must be modest and reflect the importance of education. Student dress should not be suggestive or indecent, or so bizarre and unusual as to distract from the classroom environment.

- It is advised that shorts be worn under skirts or dresses.
- Clothes may not be significantly oversized.
- Muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
- Pants must be worn at the waist.
- Cut-off and intentionally worn pants are also prohibited. (This includes jeans with large holes or rips in the legs.)
- Indecent/inappropriate patches, writings, drawings, or images are prohibited. (This includes foul language, weapons, or violence.)
- Hats/caps and "hoodies" **WILL NOT** be worn in the building.
 - a. An exception to this policy is a designated hat day, then hats and caps may be worn.
 - b. Hoodies **WILL NOT** be allowed to be worn in the building at any time.
- Hair must be neat and clean. Spiked or mohawk hair-styles are **NOT** permitted.

Please note: Students have recess everyday and go to P.E. every other day. Rubber-soled shoes or athletic shoes are the safest shoes for your child to wear. Please make sure that tops/shirts extend past the top of pants, shorts, or skirts when they lift their arms. **Exposed midriffs in P.E. are not appropriate.**

Field Trips:

All students must have a permission slip signed by a parent/guardian.

- A field trip will be removed if students do not show appropriate behavior at school.
- Students **MUST** return to school after a field trip to complete the instructional day. **NO EARLY CHECK OUTS.**
- Students **MUST** be counted present at school to attend the field trip.
- Field trips are a special opportunity for parents to spend quality time with their child. Please **DO NOT** bring siblings.
- Students from other campuses are **NOT ALLOWED** to attend a Forester field trip.

Learning Tree:

After-school child care is available through NISD's Learning Tree Program. Care is provided from **3:00 PM to 6:30 PM**, and there is a charge for this service. Learning Tree's direct campus phone number is 210-397-0231. Phone calls are answered during Learning Tree's hours of operation.

Pets:

Animals/pets may not be brought on school grounds. Properly identified/trained service animals are permitted. (See the American with Disability Act website for more information.)

Toys/ Gadgets/ Trading Cards/ Dangerous Weapons:

Personal toys, gadgets, and trading cards are not permitted at school unless the classroom teacher sends home a note for a special occasion (show and tell, board game day, etc.). Toy weapons of any kind are prohibited. These items include toy weapons of any type, fireworks, and pocket knives. Students who bring the items mentioned above will face suspension from school for a minimum of 3 days. Please review this school rule with your child.

Electronic Devices:

Electronic devices such as tablets, hand-held game systems, music players, etc. are not permitted at school. Cell phones, smart watches are permitted BUT must be turned off and in the student's backpack during the school day. If a cell phone is collected from a student, it must be picked-up by a parent/guardian at the front office. The school is not responsible for lost, damaged, or stolen items.

Permission for Student Photos:

Pictures and videos of students are taken throughout the school year by Forester, NISD Communications Department, and local media. **Check the “NO” box on the FERPA form during the online registration process if you don’t want your child’s photo taken and/or used. If “NO” is checked, a student’s image will not be in the school’s yearbook or on school social media platforms.**

Internet Access:

Forester has internet access in labs, library, and classrooms. Students utilize these resources and are supervised by faculty. NISD has security protocols in place that prohibit access to inappropriate sites.

Parents must complete the “Internet Participation” section during the online registration process to allow access to internet-ready technology at school.

- **The Acceptable Use Policy and Interactive Websites section must be checked “YES” during the online registration process for students to use NISD devices at school. If you wish to change your answer, please contact your classroom teacher.**

Web Publishing:

Forester and NISD may wish to use media to celebrate student writing, art, and audio/visual presentations. We will not publish grades, test scores, or personal information protected by federal regulations. Images of students will only include group images and not individual students. Images will not include the student’s full name.