
STUDENT-PARENT HANDBOOK

A supplement to the
NISD Elementary Student-Parent Handbook



Dr. Linda G. Mora Elementary
1520 American Lotus
San Antonio, Texas 78245

210-398-2400
NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Dear Mora Families,

Welcome to a New School Year!

We are thrilled to kick off another amazing school year at Mora Elementary! As we begin this exciting journey together, I want to express my deepest gratitude for your continued support and partnership. Your involvement plays a vital role in helping us provide a safe, nurturing, and enriching environment where every student can thrive.

When schools and families work together, incredible things happen—and your dedication makes all the difference. Because of your commitment, our students are empowered to grow academically, socially, and emotionally. Thank you for being such an important part of our school community.

This campus handbook serves as a supplement to the NISD Elementary Student-Parent Handbook and includes helpful information to ensure our students' safety and maintain a positive learning environment. We encourage you to take a few moments to review it. If you have any questions, please don't hesitate to reach out to your child's teacher or our front office.

Every member of the Mora team is excited and ready to make this year one of joy, learning, and success for your child. We truly appreciate your continued support and look forward to all the great things we will accomplish together. Let's make it an outstanding year!

Sincerely,

Erika L.M. Zagala

Principal

Mora Mission Statement:

We are a school built on our core values called Bearcat Beliefs. These are the values that guide our decisions and daily interactions. These beliefs are Student Centered Purpose, Respect & Relationships, Cross Cultural Appreciation, Kindness, Integrity, Teamwork and Humor.



SCHOOL HOURS

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

School office hours are 7:15 a.m.-3:45 p.m. Monday-Friday.

Students arriving after 7:45 a.m. will be considered tardy. Since our security doors lock promptly at 7:45 a.m., any student arriving after that time must be accompanied by a parent to the front security window to receive a tardy slip before heading to class.



ARRIVAL & DISMISSAL

Morning Arrival Procedures

To help ensure the safety and security of all students, we ask that all morning drop-offs take place at the main entrance of the school. For everyone's safety, students will only be allowed to enter through the front doors, as all other entrances remain locked during arrival.

Pre-K, ECSE, and ALE students will report directly to the cafeteria, while all other students who are not eating breakfast will report to their respective hallways.

If you prefer to walk your child to the front doors, please park in the main front parking lot. For safety reasons, parents are not permitted beyond the cafeteria in the mornings, and no one may enter through any entrance other than the front doors.

Please note:

The back loop is reserved for school buses and back walkers only.

The front loop must remain clear for emergency vehicles. Please do not park or exit your vehicle in the front loop at any time.

Teacher supervision begins at 7:15 a.m., with early supervision in the cafeteria starting at 7:00 a.m. for students eating breakfast and bus riders.

Thank you for your cooperation in keeping our students safe and our school running smoothly!

Afternoon Dismissal Procedures

Our campus utilizes iDismiss to ensure a safe dismissal of all students. Each household is provided a unique family number. This number can be displayed on your dashboard or told to the staff member on duty so that your child's teacher can be alerted that someone is present to pick them up. For the safety of our students, anyone picking up a student from dismissal must know or present their family number to the staff on duty. If you do not know or have your your family number the student will not be released to you and you will be asked to go to the front office and present a valid identification before your child will be released to you.

Dismissal begins at 3:00 p.m., with teachers escorting their students to their designated dismissal areas. Students remain with their teacher indoors until they are safely released. Any student who has not been picked up by 3:15 p.m. will be brought to the front office so we can contact a parent or guardian.

If you are picking up your child by car, please pull into the right lane along the red curb and form a single-file line. The left lane must remain clear for moving traffic only—please do not stop, park, or pick up students from the left lane.

Staff members will be present to assist with car doors and ensure a safe and efficient dismissal process. The safety and well-being of our students is always our highest priority.

Refraining from cell phone use in our drive and parking lot
Being patient during drop off and pick up
Having doors unlocked so children can quickly enter the vehicle
Using the designated crosswalk
Staying in your vehicle in the drop-off/pick-up line
By moving forward as far as possible.

iDismiss Dismissal System

To ensure a safe and efficient dismissal process, our campus uses iDismiss. Each household is assigned a unique family number to help streamline student pick-up.

Please display your family number clearly on your dashboard or provide it to the staff member on duty. This allows us to notify your child's teacher that you have arrived for pick-up.

For the safety of all students, anyone picking up a child must know or present the correct family number. If the number is not provided, the student will not be released and the adult will be directed to the front office to present valid identification before the child can be released.

Thank you for your understanding and for helping us keep all students safe during dismissal!

Please notify your child's teacher of any changes to your child's dismissal plan in writing and well in advance. 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 helps us ensure children are at the correct end-of-day location. No changes to dismissal plans will occur after 2:30 pm.

If the teacher has not received notification from a parent/guardian regarding a dismissal change, the child will be sent home according to the plan on file with the classroom teacher.

Same-day changes are best communicated by calling the office at 210-398-2400 no later than noon. If there is an emergency that requires a last minute change of your child's dismissal plan, please speak with a member of the office staff by calling 210-398-2400. We will be vigilant in getting the message to your child and his/her teacher as quickly as possible. We do ask that you please reserve last minute phone calls for emergencies only.

Thank you for your help in making sure our students arrive and depart safely each day.



TARDIES & EARLY OUTS

Arriving at school on time every day is extremely important. The first bell rings at 7:40 a.m. Children are considered tardy at 7:45 a.m., with announcements and morning meetings occurring shortly afterward. Valuable information and instructions are given at the beginning of the day which can affect the rest of the school day. If a child comes in late, he/she often misses out on this information and instruction as well.

Students arriving after 7:45 a.m. will be marked tardy by their teacher in the classroom. Students arriving after 8:00AM must come to the office, accompanied by their parent/guardian, to sign in.

Students arriving after 9:00 AM without a doctor's note will be marked absent.

When students are picked up before the 3:00 p.m. dismissal bell, it is considered an early release. For student safety, the front office will not dismiss students between 2:30 and 3:00 p.m. during this time, teachers are preparing students for dismissal and there is significant movement in the hallways. If you need to take your child out early, please do so before 2:30 p.m.

Tardies and Early Outs are considered partial day absences and count towards the student's attendance record.

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. This means students should be present for 90% of the school year to receive credit. If a child does not attend school for 90% of the year, regardless of excused or unexcused absences, he/she may be considered for retention.

Children who are absent miss valuable instruction. Absences affect the quality of a student's work and interfere with normal instructional procedures in the classroom. It negatively impacts the child who is absent as well as other students in the class. When a child is absent or tardy from school, the parent or guardian should send a note to the school explaining the reason for the absence upon the child's return to school. All notes must include:

- The date of the note
- The name of the child
- 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 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 note from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 5 days will result in an unexcused absence. Any absences in excess of 10 days for the school year will require a doctor's note to be excused.

It is our desire to work with families to address any attendance concerns at the campus level. Ongoing attendance issues will be referred by the committee to an attendance officer who will determine if judicial action is appropriate. Judicial action for a Class C misdemeanor offense is considered appropriate if there has been violation of the Compulsory Attendance Law.

Absences Excused With a Note Illness Medical Appointments Religious Holidays Family Funerals Court Appointments **These absences require a note in order to be excused.**	Absences Unexcused Even with a Note Missed bus Overslept Vacation Errands for parents Family Business (including trips)
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EMERGENCY CONTACT AND RELEASE OF STUDENTS



It is very important for the school office to have a current MEDICAL RELEASE AND EMERGENCY CONTACT information available with correct telephone numbers in case of your child's illness or an accident occurring during school hours.

In addition, your child(ren) will only be released to person(s) indicated as an EMERGENCY CONTACT to have authorization to pick up your child in the event that you are unable to do so. This information was provided when you registered for the 2025-2026 school year. Please make sure all phone numbers and contact names are updated at all times.

If at any time during the school year, you should change your home, cell, or work telephone number or person(s) authorized to pick up your child, please notify the office immediately and/or stop by the office to make the changes.

Finally, for your child's safety, anyone new picking up a child from the office MUST bring a photo identification with them to confirm that they are the person authorized to pick up the child. We will not release any child without proper identification confirmation.

PARENT VISITS IN THE CLASSROOM



Parents and guardians are welcome to visit the classroom; however, as a courtesy, we ask that any parent who wishes to visit their child's classroom make arrangements 24 hours prior to the classroom visit. If 24-hour notice is not possible, campus administration will be notified to ensure that a visitor in the classroom at that time is appropriate. To ensure that the learning environment in the classroom is preserved, parent classroom observations should not exceed 30 minutes unless approved by campus administration.



SCHOOL NURSE & MEDICATION POLICY

****All medications must be brought to the school office. Students are not allowed to carry any type of medication, whether prescription or non-prescription.****

Long-term prescription medication may be administered only if the physician completes the required SPECIAL HEALTH FORM and the medication is received in a properly labeled prescription bottle. (The required form can be obtained from the nurse or office personnel.) Short term (up to 2 weeks) prescription medication may be administered upon written request by the parent. This must also be received in a properly labeled prescription bottle. Non-prescription medications (including aspirin/Tylenol/Ibuprofen) are NOT to be administered at school. Any leftover medication must be picked up by a parent or guardian. For safety reasons, medication cannot be sent home with students.

PLEASE KEEP YOUR EMERGENCY PHONE NUMBERS UPDATED!



BIRTHDAYS

Parents are welcome to send or bring individually wrapped, store-bought treats like packaged cupcakes or cookies to be distributed at the end of the school day. Birthday treats that are not individually wrapped or store-bought will not be distributed to students. The delivery of balloons and/or flowers to students is not permitted. Please let your child's teacher know if you do not want your child to participate in birthday recognitions. Classroom birthday recognitions are for students only, we are unable to accommodate parents or other guests for class birthday recognitions.



CLASS PARTIES

For the 2025-2026 school year, the three school parties will be the Winter party on December 19th, a Valentine's Party on February 13th and a Fiesta Celebration on May 1st.



PERSONAL TECHNOLOGY

In accordance with HB1481, all personal communication devices are prohibited for student use during the school day while on school property. Personal communication devices include cell phones, personal tablets, and smartwatches. Any personal communication devices brought to school must be put away in a backpack and/or completely out of sight. Non-compliance may result in disciplinary action and the device may be confiscated and secured until a parent picks it up.

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 210-398-2400 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning.



COMMUNICATION FROM SCHOOL

Campus newsletters will be sent out electronically every Friday by administration. Teachers may use apps such as Remind, Class Dojo, or SeeSaw as a form of communication.

Please feel free to contact your child's teacher or the office staff with any questions or concerns. During the day, parents may leave a voicemail for their child's teacher or email them. **MOST** emails are firstname.lastname@nisd.net. There are a few exceptions to this rule. Please note that teachers are instructing during the day and not able to respond immediately to emails, messages and voicemails. Please allow up to 24 hours for teachers to respond.



CONTROLLED ACCESS & RAPTOR SIGN IN

Parents and guests are welcome at Mora Elementary School. For the safety of our children, all parents, visitors and volunteers during the instructional day must register at the front security window located just inside the main doors using the Raptor Visitor Tracking System. **A State/District issued photo ID** is required to be presented at the front security window located just inside the main doors. It will be scanned by our office staff and, upon clearance, a photo badge will be generated that must be worn while on campus and turned in upon exiting the campus. Staff has been trained to ask visitors who do not have a visible badge to return to the office.

All guests to campus will be required to show photo ID and obtain a visitor's photo badge before visiting locations beyond the main office.

Entrance and exit is through the front doors adjacent to the main office. All other doors are locked during the school day and are not to

be used. Students are not permitted to open other doors to allow visitors in the building.

Doors will continue to remain locked after school hours. Office staff will be available until 3:45p.m. After 3:45, entrance may only be granted when prearranged with a staff member.



PAW PASS

A Paw Pass may be requested for parents who regularly visit or volunteer on the campus. An NISD background check is required as well as a scanned state issued photo ID to create the pass. TO ensure the safety of all our students, IDs will need to be scanned quarterly in order to renew your Paw Pass. Paw Passes must be worn at all times while in the building. Please keep these badges visible. Passes must be turned in before you exit the building.



CONTROLLED ACCESS & LEARNING TREE

Parents picking up children enrolled in Learning Tree are asked to park and contact Learning Tree at the front door. A designated Learning Tree staff member will bring the student to the front door. Pickup from Learning Tree should not occur during regular school dismissal unless previously communicated to the classroom teacher by 2:30 pm. If parents do need to pick up during regular dismissal time, they will be asked to park and contact Learning Tree.



STUDENT BEHAVIOR

Students are expected to display proper respect for school staff and fellow students and to always act in a responsible manner in all areas of the school building, including outside areas. We believe it is a fundamental right of all students to have the opportunity to learn without the unnecessary distractions from other students. Teachers should be able to provide learning opportunities for all students without disruption. Mora teachers promote positive discipline in the classroom. Positive discipline includes class meetings and teaching students to problem solve. Each teacher will share with you the specifics of his/her behavior management plan. District policies are detailed in Section C (Code of Student Conduct) of the Northside Student-Parent Handbook.

(NISD Safeline telephone #: 210-397-SAFE)

In June 2022, Governor Greg Abbott signed House Bill 114 into law, marking a significant response to the growing concern surrounding e-cigarettes and vaping among our youth. This law specifies that any student found in possession of vaping-related items will be in violation of our Student Code of Conduct, resulting in a mandatory placement in an Alternative Education Placement (AEP).



DRESS CODE

Mora Elementary will follow the district dress and grooming policy. Please see below. Final determination of acceptable dress and grooming rests with the principal or his/her designee

Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited.

Mid-thigh length skirts, skorts, and dresses may be worn at all levels.

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.

Any rips in jeans or pants above the knee should be covered.

Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.

Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited.

Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.

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

All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited.

Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

Because fads in dress and grooming are subject to sudden, and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to detract from the classroom environment.

For student safety, we ask parents to ensure that students are wearing appropriate shoes for PE days. No sandals, flip flops, or Crocs should be worn on those days.

TOYS

To help maintain a focused learning environment, we ask that toys be left at home unless they are specifically requested for a classroom activity or "Show and Tell."

Toys can easily become lost or damaged, which can be upsetting for students, and they often cause distractions during instructional time.



STUDENT LUNCHTIMES

Parents and guardians are always welcome to eat lunch with their child. To ensure the safety of all students, the office staff will check the emergency contacts designated for a child who has a visitor during lunch. If the adult is not listed as an emergency contact, the visitor will not be permitted to eat lunch with the child without written permission from the child's parent or guardian. Due to federal guidelines, parents are not permitted to eat off of a student's tray. However, parents and visitors may purchase a tray from the cafeteria and sit at the parent table.

You may eat lunch with your child any time except for certain days designated by the campus (state testing, picture day, etc). Tables on the stage are reserved and are to be used when parents eat with their child. All other students must remain with their designated class. Again, to ensure student safety, visitors are not permitted beyond the cafeteria.

For any student whose parent is not here at the start of lunch time, we will ask that he/she go through the cafeteria line and receive a lunch tray. This is to ensure that every child receives lunch.

Student lunch deliveries through apps such as DoorDash, Uber Eats, etc, are not permitted any time.



FIELD TRIPS

Field trips for educational purposes are an important part of the instructional program. They are used as a teaching extension directly related to the content of the grade level or subject area. Teachers may ask parents to chaperone small groups of students. Chaperones are required to apply for a criminal background check and be cleared before serving as chaperone.

A permission slip must be signed and returned by a parent before a child may attend a field trip. If there is no permission slip signed, the child will not attend the field trip.

Students are expected to ride the school bus to and from a field trip.



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. Please be aware that some students may experience food allergies, so it is important that children not share food at school. Students are also prohibited from selling food fundraising items to students during the school day or extended school day.

Please inform your child's teacher if your child has an allergy that would impact him/her participating in birthday treats/party days.



HEALTH APPOINTMENTS

It is recommended that health appointments be made after school releases at 3:00 PM. However, if a student is absent for part of the school day due to an appointment with a healthcare professional, a note from the healthcare professional must be

provided to the office upon the child's return, and the partial absence will not be documented as a tardy or an absence. If a student is absent for the entire day due to an appointment with a healthcare professional who provides a note, it will count as an Excused Absence.



PARENT-TEACHER CONFERENCES

Parent-Teacher 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 during the first semester. Building a positive partnership between home and school is a priority for our staff. Please trust that our teachers sincerely care about each child and want to work with you to ensure your child's success.



PARENT-STUDENT HANDBOOK

It is important for you to read the online handbook carefully as it contains the policies and procedures for all NISD elementary campuses. There are permissions that must be granted for your child to appear on social media, yearbooks, newsletters, etc. If you have any questions regarding the settings for your child, please contact our attendance secretary.



PTA

We encourage each parent and extended family members to support our PTA by becoming a member of the Dr. Linda G. Mora Elementary School PTA. There is no obligation to volunteer, but there are many opportunities for those enthusiastic to

support our children! The cost for each member is \$10.00 (\$11.50 online).



SCHOOL COLORS & MASCOT

We are the Mora Bearcats. Our school colors are red, black and silver. Spirit Day will be celebrated each Friday. Students and staff are encouraged to wear their Mora shirts to show school spirit! Shirts may be purchased from the front office for \$10 as supply is available. This year our theme is “Mora Elementary Superhero Academy” and we will celebrate this theme superheroes.



VOLUNTEERS

Mora staff members welcome and appreciate enthusiastic volunteers. We invite you to assist teachers and PTA by signing up for various volunteering opportunities that occur during the school year. All volunteers must submit and pass a background check before volunteering with students. This includes tutoring, mentoring, small group work and field trips. Please go to nisd.net to complete the short form. Be sure to select Mora as your campus. Administrators check the list regularly, and you may call the school to verify that you have cleared the background check.



WEBSITE

Visit our school website at nisd.net/mora, follow us on X at [@NISDMoraES](https://twitter.com/NISDMoraES) or Facebook at Mora Elementary NISD

**We rely on our families to help be the eyes and ears in our community and share any information relevant to student safety. If at any time you have information regarding real or perceived threat to students' safety, please contact the District's 24 hour anonymous tip line: 210-397-SAFE. Northside Police will follow all leads. Thank you for our continued partnership in assuring our school is a safe and vibrant learning community.