

## **Northside Elementary School Procedures 2023-2024**

### **Welcome to a wonderful school year! We are so glad to have you back!**

#### **Beginning of School Day and Tardies**

Our building opens each instructional day at **7:10 a.m.** and *classes begin at 7:40 a.m.* Students who arrive prior to 7:30 a.m. will wait with their grade level in the gym or cafeteria under adult supervision. Please do not drop children off before 7:10 a.m., as there is no one to supervise until 7:10 a.m. ***Any student walking through the campus doors after 7:40 a.m. is counted tardy for the day.*** If you arrive after 7:40 a.m., you must walk your child into the office and sign them in. For their safety, students may not be dropped off on Kirksey after 7:40 a.m. Guidelines regarding tardiness for the 2023-24 school year are outlined in the Elementary Handbook (available online @ [www.wisd.org](http://www.wisd.org)).

#### **Absences**

Texas has a **Compulsory Attendance** law and schools are required to report certain attendance violations. A complaint against a parent may be filed in the appropriate court if the student is absent 10 or more days or parts of days within a 6 month period (*TEC Section 25.093*). Upon return to school, students will submit a written note signed by the parent listing the full name of the student, teacher's name, grade, date of absence, reason for the absence, and parent contact information. If your child violates the 90% attendance standard, parent notes may no longer be sufficient documentation. Attendance laws make allowances for absences caused by extenuating circumstances; please contact Claudia Davis for more details at 972-923-4610.

#### **End of School Day and Dismissal Plan**

**School ends at 3:10 p.m. each day for Kinder-5th grade. School ends at 3:00 p.m. for Pre-Kindergarten. Pre-K will be dismissed in the back of the building through the cafeteria.** For Pre-K, please park in the back parking lot to walk up and make sure not to block the bus lane. K-2 students dismiss through the car line on Kirksey St.. Grades 3-5 students and families with multiple children, pick up through the car line on Brown St. **We ask that you not come to classrooms or enter the building during dismissal time.** Since the safety and security of all learners and their leaders are our first priority, our dismissal procedures allow us the opportunity to end the day in a safe, organized manner.

**Please have your pick-up card visible every day, as staff on duty verify the card and call for your child.** If you lose your card or require an extra card, replacements can be printed in the office. If you do not have your card, you will be asked to go to the office and provide identification. ***\*\*It is preferable that changes to your child's usual afternoon transportation are not altered frequently. This becomes confusing for the student and is difficult for the classroom teacher to keep up with. If you are going to change your child's way home, please call the campus office.***

**If you need to pick up your child before school ends, or make changes to pick up, please be sure to call the front school office (972-923-4610) BEFORE 2:30 p.m.** No child will be released after 2:30 p.m. for early dismissal; this is for your child's safety. Our car line for pick-up will move quickly when everyone follows procedure. Please have patience with dismissal at the beginning of the year. While it takes about two weeks for everyone to learn our system, it works safely and effectively in the long run for students and parents.

#### **Walkers and Bike Riders**

Walkers and bike riders will line up in the building with staff for dismissal. Students will be escorted to the cafeteria for release to walk or ride their bikes home.

#### **Required Student Forms**

You will find several forms to be completed; please submit these forms to school as soon as possible. ***In the event you change addresses, jobs, or phone numbers during the school year, please notify the school office so current information is always on file for emergencies.*** Should you have any questions about these materials, please call the school office at 972-923-4610.

### ☐ Breakfast/Lunch

Breakfast is served from 7:10 a.m. until 7:35 a.m. Please make sure your child arrives early if breakfast is desired. A monthly menu selection is posted online to provide meal-planning options. You can use the My School Bucks app to add money to your child's account.

### ☐ Visiting

We highly encourage parents and community members to visit Northside throughout the year! For the continued safety and security of everyone during the instructional day, you may park in the front parking lot and use the main front entrance. All other doors will be locked during school hours. Prior to entering the building, you will want to fill out the Relatrix form (QR and link below). You will enter the main office where you will receive a visitor sticker to wear while on campus.



### ☐ Campus Safety

We are committed to providing a safe, calm atmosphere and learning environment for all learners and classroom leaders. We routinely practice our Emergency Operations Crisis Plan, so do not be alarmed if your child talks about Weather, Lockdown, or Fire Drills. If you happen to be on campus during a drill (or actual event), you will be expected to follow the instructions given. Achieving the highest safety standard possible is critical to daily success.

### ☐ Communication

Good communication and collaboration builds trust amongst all of us. At Northside, we strive to be the BEST each school day at making a positive impact in the lives of our learners, helping each child realize his/her potential, and providing meaningful, engaging learning experiences. Classroom teachers use daily folders to keep you informed. We strongly encourage you to regularly review the campus website at <https://www.wisd.org/Northside>. Please go like us on Facebook at <https://www.facebook.com/NorthsideWISD>. We also encourage you to sign up for Parent Square to get in touch with your child's teacher and also receive info on upcoming events. I send out a weekly email through the emails listed on your child's Skyward account. The Peek at the Week email gives you all of the important activities happening within the upcoming week. Please stop by or call the front office to make sure you have the correct email listed. We have MANY means of communication with our families, please make sure to at least sign up for one.

On behalf of the entire staff at Northside Elementary, we welcome you to our tradition-rich campus! We strongly encourage you to join our fabulous PTO (Parent Teacher Organization). Your active involvement in our learning community is one of our most valuable resources. Please join us in our campus enthusiasm and great expectations for the 2023-24 school year, because ***We are Northside!***

Your Partners in Education,

Stefani Foster, Principal

Claudia Davis, Assistant Principal