

2022-2023

STUDENT-PARENT HANDBOOK

A supplement to the
NISD Elementary Student-Parent Handbook



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NORTHSIDE INDEPENDENT SCHOOL

Dear Scarborough Families,

Welcome to the 2022-2023 school year! We are so excited to be part of your community and serve Evelyn Scarborough Elementary School.

We strive to build a reputation of excellence, grounded in quality instruction and a positive atmosphere that nurtures curiosity and creativity. We value a strong partnership between home and school, and enjoy meeting our families and working together to support the students! Please know that we consider it a privilege to serve your children, as well as a responsibility that we do not take lightly.

This campus handbook is a supplement to the NISD Elementary Student-Parent Handbook and contains information to help get our school year off to a smooth start. Please take a few minutes to read each item, and feel free to contact your child's teacher or the school office should you have any questions.

Please know that every member of the Scarborough staff is deeply committed to making this a happy and productive year for your child! Thank you for your gracious support as we move forward together. It's going to be an outstanding year!

Sincerely,

Sandra Luna
Principal

Jennifer Platt
Associate Principal

MISSION:

Transform learning experiences and inspire Huskies to lead by example

VISION:

Every day, every Husky grows in confidence, curiosity and character



Table of Contents

<u>Topic</u>	<u>Page(s) Numbers</u>
School Hours	1
Air Quality Alert	1
Arrival & Dismissal	1 -3
Assemblies	3
Attendance	3 -5
Birthdays & Invitations	5
Cafeteria Rules	5 & 6
Cell Phones	6
Classroom Parties	6
Classroom & General School Care	6
Communication from School	6
Controlled Access & Raptor	7
Discipline	7-8
Discovery Time & Special Classes	8
Dress Code	8 & 9
Email and Text Messages	9
Emergency Information	9
Family Lunch	9

<u>Topic (Continued)</u>	<u>Page(s) Numbers</u>
Field Trips	9-10
Food at School	10
Free/Reduced Lunch Forms	10
Health Appointments	10
Home Access Center (HAC)	10
Homework	10
Husky Way	11
Grading Policies	11
Learning Tree & Day Cares	11
Lost & Found	11
Meals	11-12
Medications	12
Parent-School Community Norms	12
Parent-Student District Handbook	12
Parent-Teacher Conferences	12
Parents as Visitors in the Classroom	12
PE	13
Pets at School	13
PTA	13
Report Cards and Progress Reports	13
Safety Drills & Assemblies	13
Safety Patrol	14
School Colors & Mascot	14
Student Planners	14
Teacher Assignments & Staffing	14
Teacher Requests for Following Year	14

<u>Topic (Continued)</u>	<u>Page(s) Numbers</u>
Toys/Weapons	14
Transportation (Bus Riders/Field Trips)	14 & 15
Visitor Name Tags/Safety	15
Volunteers	15
Parent/School Communication Policy	16
COVID Protocols	17
Student/Parent Handbook Acknowledgement	18
Campus Mission, Vision & Core Beliefs	19

LEADING BY EXAMPLE...
IT'S THE HUSKY WAY!

School Hours

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

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

Children arriving after 7:45 a.m. are tardy. **Because security doors will be locked at 7:45 AM, 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.**

ONLY STUDENTS are allowed to come through the back bus loop doors. Should parents want to enter with their child(ren), they will need to check in through the front entrance for a Visitor's Badge. **Please note - the back bus loop doors close at 7:30 a.m. for safety reasons.**

Air Quality Alert

Northside Independent School District has developed a plan to respond to high concentrations of ground-level ozone when reported in the Bexar County Area. There are generally more **Orange Alert Days** (August, April, and May) and rarely **Red Alert Days** (which are most hazardous). Based on the ozone warning level, certain strenuous outdoor activities, such as physical education, recess, or Field Day may be adapted for some or all students. An outdoor field trip that is scheduled on an **Orange Alert Day** may be subject to cancellation.

Arrival & Dismissal

Morning Arrival Procedures

Students should be dropped off in the FRONT parent drop-off/pick-up loop each morning. There will be car signs indicating the designated spots where students should be dropped off beginning no earlier than 7:00 a.m. Please do NOT drop off students prior to a car sign as they are too far away from the safety of the front entry. Parents who do not wish to use the drive-up lane may park in the School Visitor Parking Lot (FRONT of the school) and walk their child to the cross-walk, ensuring their child crosses safely with the crossing guard on duty. Do NOT drop off the students in the parent parking lot and have them walk through the parking lot on their own. At this time parents are allowed to walk students to the classroom or to the cafeteria after checking in at the front office for a Visitor's Badge. *Please know this is subject to change based on the safety guidelines issued at any time in the future.* To avoid crowds and close gatherings, parents are asked to drop their children off, say goodbye, and leave the building unless they have a scheduled appointment with the front office or school business to attend to with PTA. If you come mid-day, please use the parking spots in the parking lots and do NOT park in the fire lanes around the loop.

ONLY STUDENTS can enter through the back bus loop doors if they are **walkers** and/or **bikers** before 7:30 a.m. After 7:30 a.m. the back doors will be locked and ALL students will need to enter through the front doors.

All students will go to the cafeteria for breakfast or to sit from 7:00 AM - 7:10 a.m. If students arrive after 7:10 and do not need breakfast, they will meet their teachers in their designated hallway (with the exception of 4th grade students who will go to the gym until 7:30 and ALE/BMC/PreK/ECSE will remain in the cafeteria until 7:30). Students should not wait and linger for their friends to finish eating before leaving the cafeteria.

To ensure students are properly supervised, **please refrain from meeting with teachers in the morning, unless scheduled.** Their attention to student supervision and beginning the instructional day is important. Please call your child's teacher to schedule a conference during their conference period, or after school hours.

Afternoon Dismissal Procedures

To help manage the student movement in the building at the end of the day, dismissal will be staggered by groups.

- PreK/ECSE/ALE/BMC students will leave their classrooms at 2:55 p.m.
- 1st and Kinder will leave their classrooms at 3:00 p.m.
- 2nd - 5th will have instruction up through 3:00 p.m. and will pack up and dismiss at that time. Please be patient as the teachers bring out the students to the dismissal areas.

Dismissal may take a bit longer to start with to ensure the safety of all students, parents and staff. Students will be led to the correct drop off point by a staff member to ensure all students get to where they need to be safely. Please wait patiently for your child as we manage dismissal with appropriate safety guidelines in place. *Our staff and crossing guards are helping your children get home safely, and our prayers are that all remain safe during this busy time of day. Should all parents and students follow these directions, we promise to have a well-oiled machine and system working within the first several days. We ask for your patience and grace as we teach these procedures to all students and kindly ask that parents follow these directions.*

Sibling connections will be made outside of the building. PreK/ECSE students who are walk-up pick-ups will be dismissed from their hallway (left outside-door near the small playground when looking at the front of the building). PreK/ECSE parents who wish to use the car lane can still do so. Parents picking up students in the car lane should remain in their vehicles and must follow all visual cues and signage that direct the flow of traffic.

Please remember that we have two lanes that enter our front parent parking lot. Parents picking up their children will drive on the right lane where their children will be placed into the car by a staff member at the car signs to ensure that we have the right students with the correct parents. Teachers will distribute dismissal car signs for each student. Please be sure to have your designated car sign posted and visible in your vehicle to help with the flow of dismissal. Student names should be large and easy to read. 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. Please be sure to have students safely restrained in car seats or safety buckles. Students who will go home in a vehicle should load into that vehicle in the front loop. Only *true* walkers, (those not walking with parents), will be escorted to the back area at the end of the day by a staff member. We understand the traffic is congested at dismissal and having cars load on the side streets only makes it worse. For the safety of all involved, please pick up children in the front loop if you are walking with your child.

Should the weather conditions be unsafe for students, administration will hold the students back from walking or biking home in order to keep them from any harm. If it is raining hard or thundering/lightning, all students who normally walk or ride their bikes home will be brought to the front of the school with the parent pick-ups. Administration will notify parents through a School Messenger call-out/email or Class Dojo message to alert parents of this change. Students will need to then be picked up by parents at the front of the school or will be asked to wait out the inclement weather before being allowed to go home on their own. If parents wish to send their child(ren) home on their own (via walking/biking), they must alert the front office and then understand this is done at their discretion and at their own risk of their child's safety.

Specific bus procedures are in place as well. These will be shared with bus riders.

In addition, we will not change a student's dismissal after 2:30 p.m. If there are any changes in how your child will go home, please send a note that morning so we can make proper changes in your child's dismissal plan or call the office *prior to 2:30* so the office can get the message to the teacher in time. Email/Dojo messages will not be checked late in the day. Your child verbally telling us of any changes will not be accepted without having it in writing. Without a note, your child will be dismissed as usual.

If you wish to talk to your child's teacher, please park your car in the parent parking lot and wait until all children have been dismissed to see if the teacher is available. Conversations held in the pick-up lane block the flow of traffic, and conversations during dismissal can distract teachers from safely supervising children.

Adults will supervise the opening of car doors for a safe dismissal. Please remember to turn off cell phones in the front-drive. Our kids deserve your undivided attention.

The instructional day ends at 3:00 PM. Front dismissal usually is complete by 3:40 PM. All students need to be picked up at that time. Should a parent arrive late to pick up their child after 3:40 PM, students will be brought inside the school to wait in the front office. At this point, parents must come into the building, show their valid ID and sign their child out. This may be documented. The office closes at 4:00 PM and there may not be anyone available to supervise students who have not been picked up after this time. Should students remain on campus past 4:00 PM, there is a possibility that NISD Police may be contacted to drive the children home safely. As this could be stressful for your children, please plan on making arrangements for your child to always be picked up by 3:40 PM.

Assemblies

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Student assemblies, rallies, and other large events will be in person as much as we can. We will congregate in the gymnasium or cafeteria/stage for all assemblies/rallies. Due to our student numbers, we may need to break assemblies into different sections.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

Prior to an upcoming assembly, all teachers should review assembly expectations with their students and should instruct students that all talking, whispering, whistling, stomping of feet and booing are inappropriate.

Assembly behavior entails that students should:

- Sit on bottoms, not on knees.
- Keep hands and feet to themselves.
- Sit up straight.
- Keep both eyes on the speaker/presenter.
- Demonstrate respectful cheering & applause.
- Remain quiet when the speaker/presenter is speaking.

Parents can help us model this behavior when present for assemblies, ceremonies and events.

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 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 must send a note or an email to their teacher 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 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. **Any absences in excess of 8 days for the school year will require a doctor's note to be excused. In other words, no more than 8 parent notes will be allowed for the entire school year to excuse an absence.**

As noted in NISD's Attendance Matters flyers and policy, all absences count! While we encourage documentation to be sent in and mark these absences as medical, health, or parent notes, all absences count whether they are excused or unexcused. We understand that illness cannot be avoided; however, we are still obligated to keep track of and notify parents/families of attendance requirements at various points during the year as well as its impact on students. With these points of contact, please know that our goal is to help your child succeed in school, and research shows that consistent attendance has a positive impact on this!

An Attendance Committee made up of teachers, the counselor, the attendance secretary, office clerks, and an administrator has been established to review attendance concerns. 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 a violation of the Compulsory Attendance Law. Attendance Warning Notices may be given to parents if a child has 3 or more unexcused absences.

<u>Absences Excused <i>with</i> a Note</u>	<u>Absences <i>Unexcused</i> Even with a Note</u>
Student Illness (Not Family Member)	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 will be unexcused without a note!	Vacations

Tardies are considered a partial day absence and are documented. Students are tardy after 7:45 a.m. Excessive tardies may result in an Attendance Warning Notice as well.

When a student is signed out early and picked up from school before 3:00 p.m. it is called an Early Out and is considered to be a partial day absence unless documentation for an appointment is submitted within 3 days of the early-out. Again, an 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 as many teachers have already planned where students will be going for dismissal.

Please provide the teacher with a change of transportation information **in writing**. If an emergency arises and you need to change transportation after the school day has started, please call the office prior to 2:30 to alert them of the change. For safety reasons, **we will not be able to change a student's afternoon transportation after 2:30 p.m.** The student will go home as usual.

You may review your child's attendance record at any time by logging onto the Northside website at www.nisd.net and utilizing Parent Connection. Please note that all absences are initially entered as Unexcused (UE). If the classroom teacher receives a note providing an acceptable reason for the absence to be excused within 3 days of the child's absence, the teacher will change it to Excused (E). Any changes made by the teacher should occur no later than the first Monday following the 3-day window parents have to submit a note.

For further information, please reference NISD Student-Parent Handbook, page A-1 and Section D. If you have any questions, please feel free to contact your child's teacher or the school office. We thank you for making every effort to ensure your child gets the most from his/her education by being in school all day every day.

Birthdays

Birthdays will be recognized in the classroom, and parents are welcome to send or bring in easy-to-serve treats such as cupcakes or donuts (store-bought to lessen the chance for harm to students with food allergies) to be shared in the classroom the last 15 minutes of the instructional day or during recess provided the teacher is present. Treats cannot be shared during lunch time. Parents are not allowed to bring lunch (i.e. pizza) for the whole class. **Whole cakes are not allowed because of the disruption to the learning schedule. Parents are not allowed to go into the classroom to pass out the treats because this can interrupt instruction. The delivery of balloons and/or flowers to students is not permitted. If sent to school, the student will get them at the end of the day.** Please let your child's teacher know if you do not want your child to participate in birthday recognitions.

Birthday Invitations

Invitations to private celebrations may be passed out at school only if every child in the classroom receives one, or if every girl in a classroom receives an invitation or every boy in the classroom receives an invitation.

Cafeteria Rules

1. Speak in your quiet voice.
2. Use hand sanitizer before picking up any food.
3. Use the "In" and "Out" doors as directed by the teacher and the school signage.
4. Stay in your assigned seat with your bottom on the chair.
5. Keep your hands, feet and objects to yourself.
6. No sharing, touching, or stealing of other's food.
7. Food cannot be brought or purchased for other children other than your own.
8. Use hand sanitizer and/or wash your hands after you finish eating and have thrown away your trash.
9. If parents come to eat lunch with you, go to the designated "Parent Area" to eat alongside your parents. No friends or classmates may join you and your parents.
10. FOLLOW THE 1 – 2 – 3 SEQUENCE when being dismissed from tables:
 - 1 – Clean up your area, (including under your chair), and put your trash on the tray. Remain seated.
 - 2 – Stand up, push in your chair and stand behind your chair. Keep your tray on the table.
 - 3 – Pick up your tray and follow the line to dump your tray and line up.

CONSEQUENCES

SHOULD STUDENTS NOT ADHERE TO THESE RULES, THE FOLLOWING MAY OCCUR:

1. Conference with your teacher.
2. Change of seat.
3. Lunch discipline ticket.
4. *A SEVERE DISTURBANCE WILL RESULT IN IMMEDIATE REMOVAL TO THE OFFICE.*

Cell Phones/Mobile Devices

Cell phones are to be *turned off and kept in students' backpacks* while at school. Students not complying with this policy may have the cell phone confiscated and secured until a parent picks it up.

Classroom Parties

Elementary schools may have three parties per school year. Our parties are scheduled for December (last day before winter break), April (Fiesta), and June (last day of school). Party refreshments are permitted on these occasions. We cannot distribute candy and other party food items during the day on any other days.

Classroom and General School Care

Students should feel responsibility for caring for their classrooms, restrooms, cafeteria, and the school in general and take pride in our school facilities. Cubbies used by the students should be kept neat and orderly. Desks should always remain neatly organized and cleaned when in disarray.

The hooks under the cubbies are short, but jackets and sweaters should never be thrown or left on the floor and should be picked up. Classrooms should have a clean floor before departing for lunch, specials, and home. Papers and books should never be left on the floor at any time. Students will need to assist with stacking chairs at the end of the day. This will help our custodians enormously. Damage to school property should always be reported to the office. The student must pay for the damage s/he has caused.

Communication from School

In addition to the weekly red folders, we will use electronic communication methods as much as possible. Notices will be posted on the school website and on school social media sites (Twitter and Facebook). Teachers will post newsletters via Class Dojo and/or email. Families who need or prefer a hard copy will be able to obtain one upon request. This year we are continuing our school-wide communication system. We realize that many families have more than one child at our school. This communication platform will allow you to receive all information campus-wide, including your child's teacher, the Discovery Specialists, Counselors, Office Staff, and Administration. Your child's teacher will invite you to join the classroom **Dojo** and for all other campus communication, please join by clicking on this link. This is very important as things are changing daily. We want you to be informed at all times!

<https://www.classdojo.com/invite/?s=5347e0d2d6fa9c7d45002d19>

Please follow Scarborough Elementary on:

School website: <https://www.nisd.net/scarborough>

Facebook: <https://www.facebook.com/NISDScarboroughES>

Twitter: <https://twitter.com/NISDScarborough>

And follow Scarborough Elementary PTA on:

Email: scarboroughpta@gmail.com

PTA Facebook: <https://www.facebook.com/ScarboroughElementaryPta>

PTA Twitter: <https://twitter.com/ScarboroughPTA>

Controlled Access & Raptor Sign In

Parents and guests are welcome at Scarborough 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. **Photo ID is required each time you visit and is 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 placed in a plastic badge holder and worn while on campus. Upon exiting the campus, please return the badge and holder in the basket.

All guests to campus will be required to show a photo ID and obtain a visitor's photo badge before visiting locations beyond the main office. When done with breakfast/lunch visitation and/or school business, please do not loiter in the hallways. This will help keep the focus on instruction.

We have the ability to create ID "Fast Passes" to help streamline check-in for frequent campus visitors. Please come to the office the week before school begins or in the morning to get a "Fast Pass" created. Entrance and exit are 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 into the building. Parents should always exit out the front door as well. Thank you for your support in helping ensure student safety.

Controlled Access & Learning Tree

Parents picking up children enrolled in Learning Tree are asked to park and enter the doorway near the cafeteria in the bus loop area. All other doors will be locked. A designated Learning Tree staff member will be assigned to provide entry to parents. Please understand campus staff are not allowed to open the door for Learning Tree parents.

Controlled Access & Community Groups

Community groups using our facilities after the front office closes must make advance arrangements through the office with our custodial staff to gain entrance. Guidelines will be provided as reservations are made. Scouts and homeowners may make direct arrangements with the school. All other groups are required to obtain a Facility Usage Contract through Northside by contacting the district representative at 210-397-8533.

Discipline

One of the most important requirements of a good learning environment is the appropriate behavior of each student. We believe each child has the right to learn in an environment that is free from disruptions and/or the threat of harm from other students. Our staff will reinforce the use of the Growth Mindset. This is a belief system that suggests that one's intelligence and/or talents can be grown or developed with persistence, effort, and a focus on learning. We will focus on grit, perseverance, and the power of yet. Our goal is to provide our students with an excellent education, in a safe, caring, respectful and rigorous learning environment. We are also committed to building a strong partnership with our parents and community. We use Kelso's Choices to teach proper choices in dealing with situations, and our amazing school counselors will emphasize this through Guidance Counseling with each classroom.

Every student will have a **Red Communication Folder** that will serve as a communication tool between the school and the home. Student behavior is documented and sent home daily/weekly. The emphasis of the Communication Folder is a POSITIVE one. Communication Folders focus on the attributes of Citizenship and Work Habits reflected on Northside report cards. Positive feedback will be provided and infractions noted to keep parents informed. Continuation of inappropriate behavior that is disruptive to other student's learning and/or threatens the well-being of others may necessitate the student being removed from the classroom for a visit to the office, In-School-Suspension (I.S.S.) or off-campus suspension until either the student is ready to follow school rules or other consequences are determined. While on the school grounds, fighting is

unacceptable regardless of who initiated it and all participants will be subject to disciplinary consequences.

Our priority is to ensure the safety of each and every student. We take our responsibility of teaching your child and of providing a happy, safe learning environment very seriously.

Discovery Time & Special Classes

STEM, art, music, PE, library, and counseling are valuable parts of the curriculum and are in the TEKS. Students are not to be removed from these subjects for disciplinary reasons. Only the principal, associate principal, or counselor may remove a student from these classes.

Parents may write notes to excuse students for up to three days from physical activity. The child will go with the class to the gym and be supervised by the P.E. teacher. Excuses for more than three days must have a doctor's note and an administrator must be consulted.

Dress Code

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear. School staff recognizes that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, the influence of dress and grooming on students' attitude and behavior, and the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators.

To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established. Final determination of acceptable dress and grooming rests with the principal or his/her designee.

1. Shorts and skorts may be worn at the elementary school level. In 3rd - 5th grades, they should be no more than 4 inches above the top of the kneecap.
2. In 3rd - 12th grades, skirts, dresses, and culottes must be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. Shoes with wheels are prohibited as they pose a safety concern. Tennis shoes are the preferred shoe at school for safety reasons. Flip flops are popular but expose the foot to many dangers. While wearing flip-flops or crocs, children often trip while running, so this type of shoe is not allowed during P.E. class.
4. Hair must be neat and clean. Unconventional colored, multi-colored or spiked/Mohawk hair styles are not permitted.
5. Headwear must not be worn in buildings. Hats and caps are not to be worn indoors and can only be worn outside on approved days. All other headgear in question needs to be approved by administration. Hoodies should not be covering the head/face during the instructional day.
6. Any clothes that are suggestive or indecent, or which cause distraction, are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, tight-fitting clothing and see-through garments are not permitted.
7. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited and not to be worn by children OR adults while on campus.
8. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sagging" or "bagging"). Tight fitting pants (e.g. tights, Spandex) are also prohibited. Cut-offs and intentionally frayed pants are also prohibited. See NISD handbook, pages D-8 and D-9.

9. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear. Tongue rings and tongue studs are not permitted.

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. Please review the NISD Elementary Student-Parent Handbook page D-8 for additional information on dress code.

Email/Text Messages

Email is an extremely useful tool for communication. Used efficiently, it can promote improved home/school communication. However, excessive email/texts may actually inhibit responsive communication and distract from teachers' other responsibilities such as working with children and planning/preparing for diverse student needs. The following guidelines are provided to help ensure email enhances our ability to work together:

- Use email to communicate general information or questions (i.e., attendance, scheduling, special events, deadlines, brief comments/questions).
- In-depth conversations or dialogue regarding a child are best held in person.
- Do not expect an immediate turnaround. During instructional time, teachers are focused on the children, and therefore cannot read and respond to email as quickly as it arrives in the Inbox. Teachers and staff have 24 hours to respond to parent emails, text messages or phone calls. If you do not receive a response within 24 hours, then please feel free to reach out to the teacher again or to the front office.
- Emergency messages requiring immediate attention, (such as an emergency change in a child's dismissal plan), should be called into the office to better ensure the information is transferred in a timely manner.

Emergency Information

It is very important that we always have a number where we can reach you in case of an emergency. Please keep the office updated with any change of cellular numbers or telephone numbers at home or work. If you do not have a phone at home, we need the name of someone who can contact you. It is imperative that all numbers for the Parent/Guardian and Emergency Contacts are up-to-date. Please ensure we always have an updated email and mailing address as well.

Family Lunch

You may eat lunch with your child any time except on the days when we are a "closed campus," (such as on days we are administering the STAAR test) or if our stage is closed for pictures, celebrations, ceremonies, etc. Certain tables are reserved and are to be used when parents eat with their children. **To ensure student safety and supervision, only students whose parents (or immediate family members listed on the emergency card) may eat at the parent/student tables.** All other students must remain with their designated class. Please sign in at the front office and then go directly to the cafeteria to meet your child. Stopping by the classroom disrupts the routine at a difficult transition time. Teachers will appreciate your cooperation with this request.

Field Trips

[Background Check Link](#) - Must be completed a minimum of 2 weeks in advance

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 complete a current year criminal background check and be cleared before serving as chaperones. Parents may NOT pick up their children from the field trip site. All students must return to school and be dismissed as usual. Parents may not take siblings on field trips if they are serving as a 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 and will be supervised at school in another classroom.

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. (Birthday treats are an exception for sending in food.) 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 other 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.

Free/Reduced Lunch Forms

Forms are provided to all students. If you apply for this, please fill out the form carefully and completely so that there will be no delay when trying to qualify for the program.

Health Appointments

It is recommended that health appointments be made after school releases at 3:10 p.m. However, if a student is absent for **part** of the school day due to an appointment with a healthcare professional, **a note from the health care 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 with a Doctor's note.

Home Access Center - HAC

NISD's Home access center <https://hac.nisd.net/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess> allows parents to view information regarding their child's grades and attendance at any time throughout the school year. It also allows parents to sign up for School Messenger voice, text, and emails from the campus as well as cafeteria account information and payments. Here's how to sign up:

1. Go to <https://hac.nisd.net/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess>
2. Follow screen instructions to create an account for each user.
3. Add students after accounts are created by clicking the Add Students link.
4. You will need your child's student ID number which can be obtained from the school office. The password (PIN) is the last four letters of the student's last name followed by the first four numbers of their social security number.

Homework

Research indicates that assigning homework to elementary students is not an effective practice. Most of the time, homework will not be sent home. Rather, children will be asked to read nightly or practice their math facts. In the event your student does receive homework assignments, they will be relevant to coursework and should not exceed 30-45 minutes for completion. Homework may include daily life skills or reading and math work.

Parents are asked to help their children by providing the time, place, and encouragement needed to complete assignments. Please talk with your child's teacher if the work is challenging your child to the point of frustration or if the child is utilizing an extensive amount of time to complete the work. Some grade levels will send home classwork that was not completed during the school day, as appropriate.

Husky Way

The Husky Way is Leading by Example! This is our school motto and all Scarborough huskies are expected to follow the Husky Way daily.

Students commit to interacting with others by:

- Treating others the way they want to be treated.
- Modeling the Pillars of Character.
- Using their best manners (saying “please” and “thank you”).
- Saying kind words.
- Giving a helping hand to classmates and adults.

Students hold themselves accountable by:

- Following directions.
- Taking responsibility for their actions and learning.
- Solving problems, not making them bigger.
- Walking quietly in the hallway (Husky tails & bubbles).
- Being at school on time, every day, all day!
- Persevering - using their grit to succeed and not give up.
- Having the courage to say and do the right thing even when no one is looking.
- Taking pride in their good choices.
- Leading by Example - It’s the Husky Way!

Grading Policies Kindergarten/1st/2nd-5th

Specific grade level grading policies will be shared at Parent Orientation. Each grade level created their own policy that is age and developmentally appropriate.

CLASSWORK

Classwork is expected to be finished during the school day. At the teacher’s discretion, incomplete classwork may be sent home for completion; this may be in addition to homework already assigned for the week. The classwork will be turned in the following day.

Learning Tree & Daycares

Learning Tree, a tuition-based afterschool program offered by Northside uses Scarborough’s cafeteria, gym, and classrooms to provide childcare from 3:00-6:30 p.m. Some local daycares also provide transportation between their sites and school. Students who ride daycare vans in the afternoon will be dismissed by their classroom teacher to the cafeteria where they’ll be supervised by staff until picked up by their designated van in the bus loop. Please stop by the office for contact information for Learning Tree or local daycares serving our students.

Lost and Found

Misplaced items are turned in to the office and or placed in our Lost and Found rack. Parents are encouraged to write the child’s last name in all jackets, sweaters, hats, gloves, lunch boxes, water bottles, etc. **Misplaced items are very easy to return if labeled.** Please check the office periodically for missing items. Leftover clothing will be contributed to a local charity twice per school year.

Meals

NISD will be offering traditional, in-building breakfast and lunch for NISD enrolled students. If your child requires meal accommodations for medical or religious needs please notify the teacher, so that we can accommodate appropriately. If you need to reach our cafeteria manager, Ms. Gonzalez, please call the cafeteria at 2

10-397-8035. If there is a consistent need for restrictions to be placed on your child's account (for example, you do not want your child to purchase snacks/desserts), simply contact the cafeteria manager and this can be annotated in your child's account.

Medications

All medication should be taken directly to the school office by the parent. Parents are responsible until it is delivered to the clinic. 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.

Parent-School Community Norms

Together with our Parent/Community SAT committee and our campus Leadership Team, we have created some campus Parent/School Community Norms that will guide us in various settings: parent/teacher conferences; PTA meetings; ARD and 504 meetings; SAT Meetings; etc.

It is an expectation that our students and adults on campus abide by the Husky Way...always leading by example. In our efforts to continuously strive to do better and improve, we hope this new set of norms will continue to *encourage us all* to Lead by Example.

Parent-Student District Handbook

It is important for you to read the online district handbook carefully as it contains the policies and procedures for all NISD elementary campuses. During the online registration process, the **Parent-Student Authorization Form** explains the Family Educational Rights and Privacy Act (FERPA) and requires that you answer 3 statements, then initial those areas. ***Please consider this information carefully. Many of our teachers like to inform parents of daily events/activities through a Twitter or Facebook page. Please consider signing your child up for this so you can see the highlights of the day.*** Another form is an explanation of Northside's policy regarding the **Acceptable Use of the District's Technology Resources** and permission for **Web Publishing**. Students will not be allowed to use the campus computers/campus devices until permission is agreed on the Acceptable Use Form. By choosing not to "opt-out" of the device issued to your child, the system will automatically default to you granting permission for use and accepting the Acceptable User Policy.

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.

Please note that teachers cannot stop instruction or traveling with the class during arrival or dismissal time to discuss an individual student. Teachers often arrive early to get materials ready and mentally prepare for the day. Please respect this time and do not "pop in" for an informal conference. If there is an immediate need, please call or e-mail to set up a conference at a mutually agreeable time when you can talk in private with no distractions.

Parents as Visitors in the Classroom

As noted in the District Handbook, parents are encouraged to visit their child's school at any time. Visits to individual classrooms during instructional time may be permitted for limited time frames *pending the principal's approval* in consultation with the teacher to ensure duration and frequency do not interfere with the delivery of instruction. Visitation must be planned and approved in advance.

PE

PE Objective/Goal

→ As your PE teachers, the coaches will teach and explore different movements, exercises and activities that lead to a healthy and active lifestyle.

Grades

→ Students will earn a grade (E,S,N or U) in PE.

- ◆ E (Excellent)- Student has a solid understanding of the task or skill taught. Shows mastery.
- ◆ S (Satisfactory)- Student has a basic understanding of the task or skill taught. Will continue to work towards mastery.
- ◆ N (Needs Improvement)- Student has difficulty completing or demonstrating the task/skill. Teacher and student will work together to gain better understanding.
- ◆ U (Unsatisfactory)- Student is unable to perform the task or skill. Teacher and student will work together to gain better understanding.

Participation

- Students are expected to participate to the best of THEIR ability. It is important that our Huskies are prepared for class everyday. We understand that PE may not be every student's favorite class but will still be encouraged to do their best. Here are a few ways to help your Husky be successful in PE.
- ◆ Appropriate clothing and shoes. Have your child wear tennis shoes on designated PE days. Boots, sandals and slides can be dangerous when performing numerous games and exercises in the gym. If your child is wearing a dress/skirt, please have shorts worn underneath.
 - ◆ If a student must sit due to injury or other reason, please send a note with your child. Any reason requiring a child to sit out more than 3 classes will need a doctor's note.

Pets at School

Please do **not** bring pets to the campus, including at arrival or dismissal. Service dogs are permitted.

PTA

We encourage each parent and extended family members to support our PTA by becoming a member of the Scarborough Elementary School PTA. There is no obligation to volunteer, but there are many opportunities for those enthusiastic to support our children! You can join Scarborough PTA for \$8.00 a person either in the front office or at <https://www.joinpta.org/>. Please support our students. We need you! Membership does not require that you volunteer for PTA events, your financial support is helpful in itself. Please consider!

Report Cards and Progress Reports

Progress Reports will go home with students in PreK/Kinder and grades 1 – 5 as needed to communicate progress and concerns. Progress reports will be sent home on the Friday of the 4th / 5th week of the grading period.

Report Cards will go home with ALL students at the end of each grading period. They will be sent home on the Friday following the end of the grading period.

Safety Drills & Assemblies

Periodically we practice drills for fire, severe weather, and security (such as our Lockdown/Active Threat drills). If you visit our campus during one of these drills, please follow along and participate appropriately. Administration will hold an assembly with each grade level at the beginning of the year to discuss the meanings of the security drills. These will be unannounced safety drills and parents will be informed of the first Active Threat drill after it has been conducted in order to answer any questions at home your child may have.

Safety Patrol

Our Safety Patrol Team is composed of fifth-grade students and is one of several opportunities students will have to serve as school leaders. Requirements include excellent citizenship, positive work habits, passing grades, and reliability. Please help your child recognize the patrols as leaders are on our campus, serving to help arrival flow smoothly. Parents and students need to be respectful and patient with our patrols assisting in the mornings.

School Colors and Mascot

Our school colors are red, black and silver. We are the Scarborough Huskies! Our mascot, Scar, is often present at school events and assemblies. Spirit Day will be celebrated each Friday. Students and staff are encouraged to wear their Scarborough school shirts to show school spirit!

Student Planners Student planners are available for purchase in the school office. The planner will be an important tool for our 4th and 5th grade students to organize their academic responsibilities. Parents are asked to review and sign the planner daily as a communication tool between school and home.

Teacher Assignments & Staffing

Some changes in initial placement may be necessary during the first few days of school. It can be difficult to predict students who move in or out of our attendance area, but staffing must be based on actual enrollment in order to not overspend taxpayer dollars. It is not unusual for enrollment to change in the first days and weeks of school. If actual enrollment does not match staffing, class numbers may need to be adjusted. Should your child's classroom assignment need to be changed, you will be promptly notified. We thank you for your patience through this process. A staffing letter is always included in the 1st Day Packet with this information.



Teacher Requests for the Following Year:

We can never guarantee specific teachers. Rather, *we prefer parents send us a request for the characteristics in a teacher you wish to match your child with for the fall no later than May 31st of the preceding year.* Using those characteristics, we will do our best to match your child with an appropriate teacher. Please, do not send the name of a specific teacher you wish to have as we cannot promise a specific teacher due to staffing allocations and teacher movement on campus.

Toys/Weapons

Toys may not be brought to school unless the teacher sends home a note requesting items for an instructional activity or reward time. Sport equipment (basketball, football, etc.) may be brought with teacher approval for recess time. Weapons of *any kind or items associated with weapons may not be brought to school* for any reason. Prohibited items include fireworks, toy guns, water guns, pocket knives, toy knives, boy scout knives, bullet casings, lighters, etc. Students who bring make-believe or real weapons are subject to consequences, potentially severe, as outlined in the Northside ISD Elementary Student-Parent Handbook.

Transportation (for Bus Riders & Field Trips)

NISD bus transportation is provided for all eligible students. If your child typically rides the bus each day and their mode of transportation will differ on a given day, please ensure you send a note and verify the teacher has received it. Each time you change modes of transportation, you must inform the teacher in writing to help us ensure accuracy in how your child is dismissed. If no note is sent, the child will be sent home on the school bus. Phone calls to change transportation will only be allowed for emergencies.

Your child has the right to travel to and from school or to attend field trips in a safe manner, and it is very important to us to protect that right. For this reason, Northside has developed very clear policies and rules about student behavior while on the bus. We are asking for your help at home. Please discuss the safety rules below with your child, helping him/her understand these rules are for the safety and well-being of every child who rides the bus to and from school or during field trips.

STUDENT BUS RULES:

- I will use hand sanitizer upon boarding and exiting the school bus.
- I must talk quietly to my friends while on the bus and ensure I maintain appropriate social distancing so as not to disturb anyone's personal "bubble."
- I will use appropriate language and speak respectfully to all others.
- I must stay in my assigned seat and remain seated with my bottom on the seat at all times.
- I must obey and respect the bus driver, being cooperative with bus staff at all times.
- I must not eat or drink while on the bus.
- I must get off at my appropriate, assigned bus stop to ensure I get home safely on time.
- I understand the bus is an extension of school, and I must follow the Student Code of Conduct while on the bus.

It is important that your child understands that misbehavior is distracting to the bus driver who needs to keep full attention on the task of driving safely.

The bus driver will document unsafe or disrespectful behavior, and if initial warnings are not effective, parents will then be notified of the student's misbehavior with a "Bus Report." If your child does not follow these rules, he/she will risk losing bus privileges. When a student loses bus privileges, parents must provide transportation to and from school for the duration of the suspension. *Please refer to the NISD Student Parent Handbook for further explanation of transportation policies.*

If your child is having a problem on the bus and doesn't know how to handle it, the first place to address the problem is with the bus driver. If you need further assistance, please let administration know of your concerns.

Visitor Name Tags/Safety

We always want you to feel welcome to visit the school. All visitors must sign in at the office and get a name tag. We have an automated system that requires a driver's license. The Raptor system is just part of our campus safety plan to ensure student safety and a focus on learning. Please understand and cooperate with staff should they stop you in the building if you are not wearing a Visitor's Badge. Please also remember to exit through the main doors after returning your visitor badge.

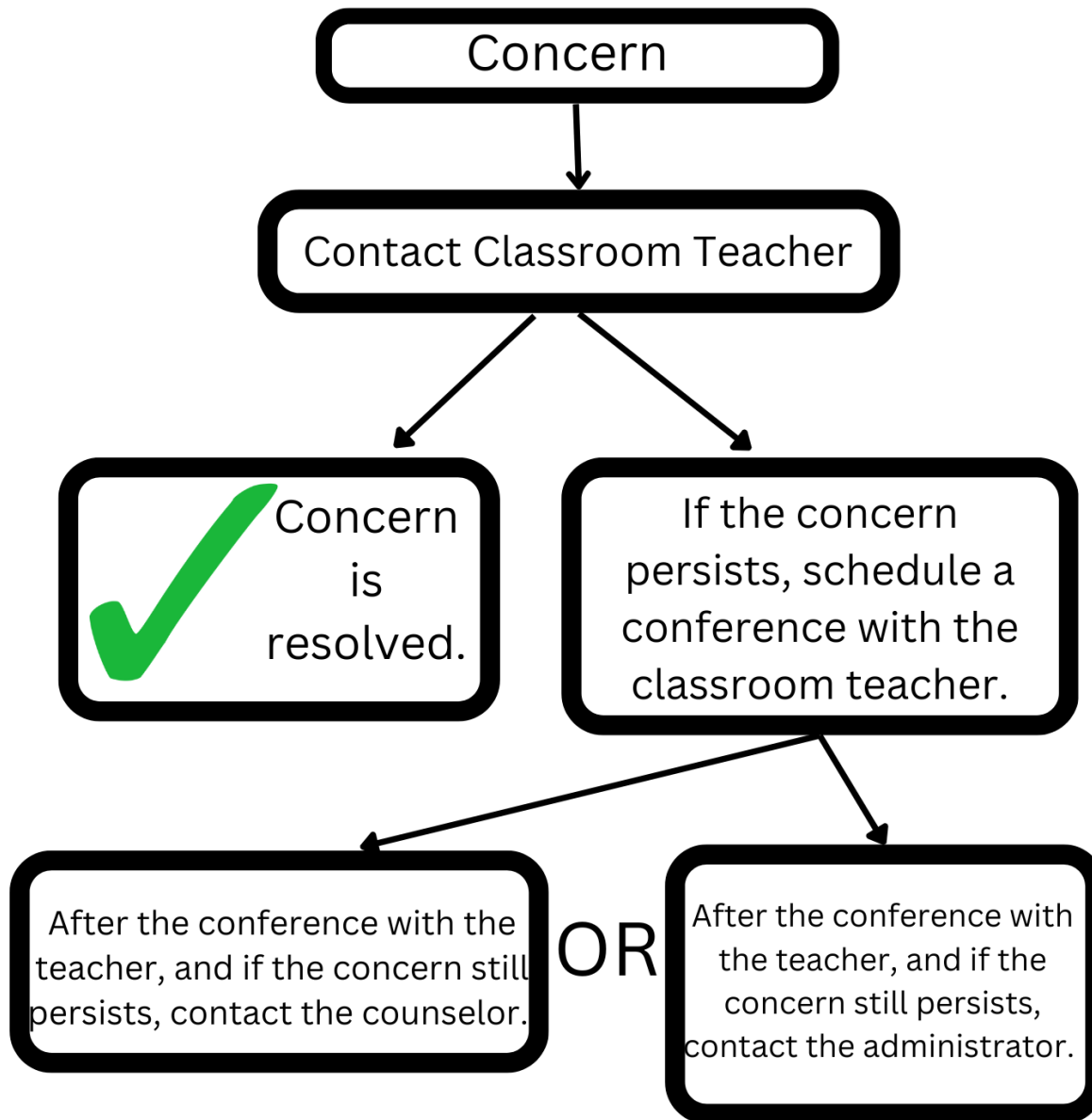
We rely on our families to help be the eyes and ears in our community and share any information relevant to student safety. If at any time you have information regarding real or perceived threats to students' safety, please contact the District's 24-hour anonymous tip line: 210-397-SAFE. Northside Police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

Volunteers

Scarborough 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, grade level parents, and field trips. Please go to <https://www.nisd.net/community/volunteer-mentor> to complete the short form. Be sure to select Scarborough as your campus. Administrators check the list regularly, and you may call the school to verify that you have cleared the background check.

PARENT/SCHOOL COMMUNICATION POLICY

Parent/School Communication Flowchart



It is always important that you and your child feel comfortable at school. In order to ensure we quickly resolve any concerns, parents will address any concerns with the classroom teacher **first** since they often have first-hand knowledge of any situation that may occur.

COVID PROTOCOLS

We have the ability to offer a rapid Covid test at school to students and staff that are experiencing Covid like symptoms at school. This rapid test is performed ONLY with written [parental permission](#). We will not accept verbal permission over the phone. It is a nasal test with results received in 15 minutes. **Whether the test results are positive or negative, your symptomatic child will still have to go home.**

If exposed to someone who has tested positive, the student does not have to isolate. However, monitor for symptoms. Should symptoms occur, keep your child home and contact the school nurse.

If your child remains home (or is sent home from school) with symptoms, they must provide a doctor's note or receive a COVID test prior to returning before day 6. Only clinic COVID tests are accepted. Home tests are not acceptable documentation of negative results.

If your child has a history of seasonal allergies, gastrointestinal issues/symptoms or other medical diagnosis that could have similar symptoms of COVID, please provide medical documentation to the nurse. These will be kept on file.

If you have any questions or concerns, please contact Cynthia Flores, the school nurse, at 210-397-8009 or email at cynhtia.flores@nisd.net.

NOTE -- The district is NOT offering Remote Conferencing, **NISD ConNect**, any longer for those students who are quarantined due to a positive case. Now that the quarantine time has been shortened, teachers will work with students and help them make up for the work missed.

Please see updated COVID symptoms:

Specific Symptoms Requiring Isolation

Staff members continue to be responsible for monitoring themselves for any symptoms of COVID-19 and are expected to stay home and notify their supervisor if they are having symptoms that could be contagious to others. Parents/guardians are asked to screen their students for COVID-19 symptoms each day and to keep them home for any symptoms that could be contagious to others. The CDC is now recommending that students/staff be referred for diagnostic testing or physician evaluation with these symptoms:

- Fever (Defined as 100.0 F by the Texas DSHS)
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or Vomiting
- New loss of taste or smell
- New onset of severe headache, especially with a fever

Nursing judgment may be utilized with the following symptoms to determine the need for isolation placement at school:

*Nausea *Congestion *Runny nose *Shaking *Muscle pain or ache *Fatigue

Per CDC, "For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school."

Scarborough Elementary School



Student/Parent Acknowledgement of Handbook

I acknowledge that I have received the current Student/Parent Handbook for Scarborough Elementary School. I understand that I am responsible for reading the policies and procedures set forth in this manual and will conduct myself accordingly.

I understand that these policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

For more detailed information, please refer to the Northside Student Handbook located:

<https://www.nisd.net/scarborough/about>.

The Student/Parent Handbook can be accessed online on our campus webpage:

<https://www.nisd.net/scarborough>.

Student Printed Name: _____ Grade: _____

Signature _____

Parent Printed Name: _____

Signature _____ Date _____

[Electronic Signature Link](#)

Please click on the link above for an electronic signature page for this handbook. Be sure to read the handbook in its entirety.

You may also choose print this page, sign, and turn it into Your Child's Teacher no later than September 1, 2022.

MISSION:

Transform learning experiences and inspire Huskies to lead by example

VISION:

Every day, every Husky grows in... confidence, curiosity & character.

MOTTO:

Leading by example...It's the Husky Way!

At Scarborough...

LEARNERS WILL BE:

CREATORS

LEADERS

COLLABORATORS

LEARNERS

COMMUNICATORS

INNOVATORS

CRITICAL THINKERS

SOLUTION-FINDERS

CORE BELIEFS:

- Every student, every day, deserves a quality education that values and honors who they are as a person and their voice to prepare them for success.
- Students can thrive and grow when they have strong and loving relationships.
- Students can grow as problem-solvers, good citizens and world changers when they are in an empowering, encouraging and safe environment.
- When quality instruction is relevant and relatable, then students see themselves represented in the classroom and the world around them.
- All students deserve daily, purposeful, engaging and differentiated instruction.
- We believe in creating a trusting, positive, nurturing and transparent school culture that holds each other accountable to do what's best for students even when it's hard.
- Our staff and campus will seek growth, promote inclusion and model the Husky Way in daily interactions.
- Our staff will use their unique strengths to work together and be solution-focused in order to build a cohesive unit.

This will be a great year! Thank you for all you do for our students!

#HuskyProud
#GreatnessStartsWithUs