



Northside Elementary School Procedures 2024-2025

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

Beginning of School Day and Tardies

Breakfast begins each day at **7:30 a.m.** and *classes begin at 8:05 a.m.* Students can arrive at 7:15 a.m., but they will wait with their grade level in the cafeteria under adult supervision. Please do not drop the children off before 7:15 a.m., as there is no one to supervise until 7:15 a.m. 7:15 a.m. arrivals are special situations where parents need to get to work or have siblings to drop off. 7:15-7:30 arrivals can only enter through the cafeteria, so please drop off at the back doors. Breakfast will begin at 7:30 a.m. ***Any student walking through the campus doors after 8:05 a.m. is counted tardy for the day.*** If you arrive after 8:05 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 8:05 a.m. Guidelines regarding tardiness for the 2024-2025 school year are outlined in the Elementary Handbook (available online @ 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. ***NEW: This year, we will also be looking for students to have **10 or less absences** in addition to 3 or less marks to attend Lunch with the Principal at the end of the year.

End of School Day and Dismissal Plan

School ends at 3:40 p.m. for PK-5th grade. PK-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 priority, our dismissal procedures allow us the opportunity to end the day in a safe, organized manner. Please remember that dismissal takes a little longer in the 1st two weeks of school as we are training students in the routine and procedures. After about the 2nd week, we can get into the routine and will accomplish getting 500 students home safely in about 20 minutes. Thank you for your patience.

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 3:00 p.m. No child will be released after 3:00 p.m. for early dismissal; this is for your child's safety and due to the many transitions, that take place at this time of the day.

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. One adult will walk students to Brown Street and another adult will help students navigate Kirksey St. Walkers and Bike riders must be true walkers and bike riders. This is not a parent pick up location. Please walk the route with your child prior to school starting so they know where to go. We highly recommend students under 2nd grade do not walk home unless they have an older sibling to walk with them.

Required Student Forms

You will find several forms to be completed; please submit these forms to the 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 7:30 a.m. until 8:05 a.m. Please make sure your child arrives early if breakfast is desired. A monthly menu selection is sent home and 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. You will need your driver's license to enter the building for any event occurring during school hours.

Campus Safety

We are committed to providing a safe, calm atmosphere and learning environments 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 build 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 ask that you sign your child's folder every single night. 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 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 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 2024-2025 school year, because ***we are Northside!***

Your partners in Education,

Stefani Foster, Principal

Claudia Davis, Assistant Principal