



Student Handbook

2021-2022



ARRIVAL/DISMISSAL

School hours: 7:55 AM – 3:05 PM

Students may enter the building at 7:35 am. No student should arrive at school prior to this time unless they have been specifically requested to do so. These students will check in with the teacher or principal. There is no supervision on the back or front porches until 7:35 am.

Students will go directly to classrooms once entering the building. Students arriving **at 7:55 am or later** must **report to the office** for a tardy slip before entering class. Students are expected to arrive early enough to be in their classrooms and ready for learning by 7:55 am. Parents are asked to walk their students to the front doors when tardy or returning from an appointment.

Parents will be allowed to escort students to class on the first day of school only. After that, students will walk independently to class. There will be school personnel and Safety Patrol on duty in the hallways to provide assistance.

Breakfast

Breakfast is very important, and we want our students to be able to eat in the morning. However, the official school day begins at 7:55 a.m. and students are expected to be in class so they can begin their day. When students come to class after 7:55 a.m. they start the day feeling rushed to get things started and it does not start the day on a positive note.

We are asking that if you want your child to eat breakfast at school that they arrive in the building **NO LATER** than 7:40 a.m. (the building opens for students as early as 7:35 a.m.). This gives them time to eat and get to class on time.

Breakfast will be offered free to all students during the 2021-2022 school year.

Check Out

All checkouts must be made through the office.

Be prepared to show photo identification whenever checking your student(s) out early. It is very difficult to check out students after 2:30 p.m. since we begin transitioning for dismissal. If you arrive after 2:30 p.m., you will be asked to wait until a staff member can locate your student. This could take time since students are in various dismissal locations. Please make every attempt to check out your student prior to 2:30 p.m. Remember that all early check outs are recorded as partial day absences on their attendance record.

Q: Who is allowed to check a student out of school or pick up a student for an appointment?

A: *Only the parent, stepparent, or person specified as a legal guardian may check a student out of school for an appointment. A person designated as an emergency contact may check the student out/pick them up **ONLY IF the parent, stepparent, or legal guardian sends a note** requesting that the emergency contact pick up the student. The note will need specific details, so please contact the front office to obtain required information. The person must be on the emergency contact list and must present his/her own driver's license before the student can be released.*

Early Dismissal

Early dismissal for NCE students is 12:05 p.m. Lunch is served using an adjusted schedule on these days. No lunch visitors are permitted on early dismissal days.

Severe Weather Dismissal

We sometimes experience severe weather during the school day and at dismissal time. Some children become concerned about their afternoon transportation on severe weather days (especially if they are walkers/bike riders). Please instruct your child as to what he/she should do on days when there is a severe weather condition if he/she is normally a walker or bike rider. This instruction should be given to your child the first week of school and will also be documented on each student's "Severe Weather plan". **It is preferable that parents have their children ride the bus home on such days if bus service is provided for your child.** This prevents uncertainty about parents

arriving in the car pick up line if they are not in the immediate area and are unaware of the weather around school.

The principal or assistant principal will alert the children to use the "Severe Weather Plan" when there is inclement weather. Please make sure your child is aware of their severe weather plan. We will use the information documented on the form unless we are notified differently.

Parents are encouraged to sign up for Remind messages that will be sent by the principal if severe weather occurs. To sign up, text: **@nce21-22 to: 81010.**

If weather is unsettled at **2:40 p.m.**, a decision will be made as to whether the conditions are safe or unsafe for our students. Children will be told to follow their ***Severe Weather Plan*** if the following weather conditions exist:

- It is raining hard enough for your child to get extremely wet
- There is lightning or thunder in the area
- The Katy area is under a severe weather warning issued by the National Weather Service

Please note: The Severe Weather Plan is not used for regular rainy days. Children will go home their regular dismissal way unless the school has notified parents regarding the implementation of the Severe Weather plan. Car riders, day care students and bus riders will continue with regular dismissal procedures on such days unless a parent has submitted a change via the Severe Weather Plan.

BIRTHDAYS

Per changes to district guidelines, no outside birthday treats (food, gift bags, etc.) may be sent/delivered to school to be handed out to other students. Please do not send birthday treats to school with your student as they will not be handed out to other students. NCE will make your child's birthday special by recognizing them on our morning announcements, and they will be given a birthday "surprise" from the administrators and your child's teacher.

Per Regulation GKDA, **invitations for birthday parties or other special events are defined as non-school related materials and may not be distributed to students at school** since no other flyers from similar groups are allowed to be directly distributed to students. Parents may contact their PTA Homeroom Parent for the birthday list if you wish to send invitations outside of the school day. Teachers do not have access to this list.

CAFETERIA VISITORS

In order to ensure the cafeteria is not overcrowded, we will be limiting lunch visitors to 5 per day per grade level (2 for Pre-K). Each Wednesday there will be a sign-up genius link in the weekly campus newsletter for you to sign up. Please be considerate of all families and limit your sign ups to only one day a week (preferably one day each month) so that all families have the opportunity to enjoy a lunch visit with their students.

NCE has extra tables designated as “parent tables”. You and your child (no friends) will have lunch together at the designated “parent tables”.

There are no lunch visitors on early dismissal days. Lunch may still be dropped off in the office by 9:00 a.m. for delivery.

For safety purposes, Katy ISD guidelines limit lunchroom visitors at the elementary level to parents/step-parents/guardians, non-school-aged siblings, grandparents (accompanied by a parent or with written permission from a parent), or a campus mentor. **At the beginning of the school year, you will be asked to complete a form providing the names of the parents/grandparents who are allowed to have lunch with your child.** If this form is not completed and returned, any visitors arriving on campus to have lunch with your child will not be allowed to do so. Please note, lunch visitors do not include aunts, uncles, friends, or neighbors.

Be aware that students cannot bring knives of any kind to school, even in a school lunch. When packing your child’s lunch, please include a spoon or fork for items that need spreading. Items requiring cutting should be cut at home.

In addition to good cafeteria manners, we will encourage students to get all needed supplies (condiments, utensils, milk, frozen treats, etc.) while going through the line. Students are not allowed to go back through the line to get these items.

CANVAS

Canvas is a Learning Management System (LMS) that allows teachers to provide instructional support, class calendars, assignments, and resources for students in a safe online environment. Students can access Canvas through MyKaty. Parents of Katy ISD students can log into Canvas using their Home Access Center (HAC) username and password at katyisd.instructure.com or the Canvas Parent app.

CELL PHONES/PERSONAL DEVICES

Students may not use the phone or their personal devices to call/text home if they are not feeling well. They will be sent to the nurse. She will assess the student and will contact parents if needed.

Students in grades 2-5 may possess telecommunication devices; however, **they may not use their personal communication devices to call, text, take pictures or videos, or play games during school hours.** They must be turned off and out of view unless being used for instructional purposes.

COMMUNICATION

We encourage informal communication throughout the school year to discuss academic progress, parent concerns/questions, and other individual needs. A parent may request a conference at any time. At least one formal conference per student is required each year. Teachers maintain contact with parents through a weekly SMORE (newsletter), notes, emails, phone calls, Wednesday folders and conferences.

Additional conferences can be scheduled to discuss behavioral concerns or academic matters. Teachers will not be able to confer on a “drop-in” basis, as they must maintain the class schedule and often have other responsibilities during their planning times. Instructional time is precious and incoming calls to our teaching staff will be forwarded to their voicemail during the day. Calls will only be forwarded to staff members before school, after school, and during

teachers' planning times. In the event of an emergency, please ask to speak to an administrator.

Please allow teachers 24 hours to respond to voicemail messages, notes and emails. Teachers often have conferences and meetings during their planning period and after school. They may not be able to immediately respond to the messages they receive during the instructional day.

At Nottingham Country Elementary, we strive to maintain excellent communication with parents. As such, each grade level will send weekly communications regarding grade level lesson topics, special events and activities via Smore. Information will also be posted on our electronic marquee.

Please refer to our campus website at:

<http://www.katyisd.org/campus/nce/Pages/default.aspx>

Like us on Facebook: Nottingham Country Elementary School

Follow us on Twitter **@NCEKnights1** and/or **#NCEPride**

Each week, students bring a parent contact folder home ("Wednesday Folder") filled with graded assignments, school fliers, etc. Please review the folder contents thoroughly each week and return the empty folder the following day.

COUNSELOR

Our school counselor, Mrs. Coventon, will collaborate with teachers, administrators and parents regarding student progress in academic and behavioral areas. Mrs. Coventon teaches classroom guidance lessons on a variety of topics and also provides small group sessions based on specific student needs. She is able to meet with individual students on an as-needed or as-requested basis. Mrs. Coventon will also lead our campus in implementing a character development curriculum titled "Character Strong / PurposeFull People". Please feel free to call her at 281-237-5531 to discuss your child's needs.

DELIVERIES

Our front office staff makes deliveries at 10am and 2pm. We are short staffed in the front office during lunches from 10:15am to 1:30pm, so please plan accordingly, especially for delivery of lunches. If possible, please send lunch with your child or deliver it before 10am.

Balloons, flowers, or other gifts cause distractions in the classroom. These items should not be sent to school.

DRESS CODE

NCE students are expected to adhere to the Katy ISD dress code (as indicated in the Discipline Management Plan and Student Code of Conduct). Below are a few reminders:

- Shorts/skirts are to be no shorter than mid-thigh. If a student chooses to wear leggings under shorts, the shorts still must be mid-thigh.
- Shoes must be worn by all students.
- Halter tops or other summer leisure wear is not to be worn.
- Undershirts, boxer shorts, tank tops, see-through shirts, midriff tops, pajamas (unless PJ Day) or clothing with spaghetti straps are not acceptable for school wear unless worn under other clothing.
- Shirts with inappropriate messages or emblems are not permitted.

If the principal/assistant principals determine that a student's grooming or dress violates the District's dress code, the student shall be given an opportunity to correct the problem at school before calling home.

GRADING

Progress Reports and Report Cards will be available in the Home Access Center (HAC) on designated days. Paper copies will not be sent home.

Due to the number of students taught by the specials teachers, report card grades default to an S (Satisfactory, 89-75). Grades other than S are rare and will be based on any work graded by the specials teachers.

E= Excellent (100-90)

S= Satisfactory (89-75)

N= Needs Improvement (74-70) Note that this indicates passing but needs improvement.

HOMEWORK

Depending on your child's grade level, homework may be assigned on a regular basis. The following is a list of basic homework guidelines:

- Homework can include tasks such as reading, getting papers signed, correcting graded papers, studying math facts, etc.
- Only work that has been introduced and studied in class will be assigned for homework.
- More detailed information regarding homework in each grade level will be shared with parents during Parent Orientations.
- Homework is not typically assigned over the weekend or holidays, except when a student has make-up work or a long-term project.
- Completed homework will be graded and will not count for more than 10% of the overall subject grade in grades 1-5.
- Class work will not be given as homework. It will be completed during class time.
- Homework brought to the school by a parent is placed in the teacher's mailbox and may be considered late.
- The following days are designated as Katy ISD "Family Nights" (no homework assigned): TBA for 2021-2022

LIBRARY

NCE's goal is to create a 21st century library where students learn how to access and assess information, collaborate with their peers, think critically, and be solution minded. Students will learn the importance of individual choice in reading and of choosing "just right" books, how to use the online catalog and databases, research strategies, and digital citizenship. Additionally, NCE students will use their creativity to design and build final work products using materials and technology.

NCE sponsors two book fairs each year, one in the fall and one in the spring, and a Birthday Book Club program through which students

contribute money toward a book dedicated to the school in their honor. Additionally, the library will host clubs, author visits and special library events throughout the year. Students may also participate in reading programs such as the Bluebonnet Reading Program for grades 3-5 and the Texas 2X2 Reading Program for grades K-2.

NCE students will visit the library weekly for lessons and checkout. Students can check out two books per week; they must return or renew their previous books before new ones can be checked out. (Pre-K and Kinder check out one book per week.)

It is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures. Damaged library books will not be returned to the student.

For additional information, check eNews, your child's take-home folder for notices on other special library programs, Katy ISD library services (available from the link on the Katy ISD home page), and campus librarian.

LOST & FOUND

Please mark clothing, lunch boxes, water bottles, and other personal items with your child's first and last name so they can be returned if they become lost. The main "Lost and Found" is located in the cafeteria. However, all valuable lost and found items (i.e. watches, rings, glasses) will be kept in the office. Twice a year (at winter break and the end of the year), all unclaimed items will be donated to a local charity.

LUNCH MONEY

Lunch will be offered free to all students during the 2021-2022 school year. To deposit funds online for a la carte purchases, please visit [Pay N' Go](#) on the Katy ISD website (www.katyisd.org). If sending money with your child to the campus, please put it in an envelope labeled with your child's full name and the teacher's name.

MESSAGES TO STUDENTS

Messages to your child during the instructional day will be delivered only in case of an emergency and must be approved by an administrator. Students only have access to electronic devices for educational purposes, so please do not depend on texting or phone calls for communicating with your child during school hours.

MULTI-TIERED SYSTEM OF SUPPORT OR “MTSS” **(formerly Response to Intervention or “RTI”)**

MTSS is a multi-tiered proactive approach to meeting the academic and/or behavioral needs of students. It relies on collaborative, interdisciplinary teams working together to improve academic performance for students who are achieving below expected levels based on aptitude, behavior, and/or District standards.

The goal of MTSS is to foster classrooms where teaching is directed toward the variable learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction.

PARENT TEACHER ASSOCIATION (PTA)

At Nottingham Country, we are blessed with an active, supportive PTA. We would like to encourage you to become an active member of the PTA. There are numerous volunteer opportunities throughout the school year, and we are sure that you can find something that fits your time and talent. Please contact the volunteer coordinator for the NCE PTA to find out about volunteer opportunities. For more information on NCE's PTA, please go to the website at www.ncepta.org.

PARTIES

KISD policy allows two parties per year at the elementary level (one in the fall and one in the spring). The PTA Grade Level Coordinator will work with homeroom parents and teachers in planning the parties.

PHOTOGRAPHS/VIDEOS

Due to confidentiality issues related to directory information and to the **Family Educational Rights and Privacy Act (FERPA)**, **visitors may not use video recorders, voice recorders or cameras** unless it is a performance open to the public or during a private conference with permission by an administrator.

Public events are those events that occur when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. talent show). If the event is during the instructional day (i.e. classroom or grade level performances), students are considered a “captured” audience and directory information and FERPA rules apply. This is true even if parents are invited to observe. These guidelines also apply to students. Students are not permitted to take pictures or record video on campus or on a Katy ISD bus.

SAFETY AND SECURITY

For the safety and security of our students, all parents and visitors must present a valid, current, government-issued picture ID outside of the main entrance at the front of the building prior to gaining admittance into the school. Our campus is equipped with a controlled access system that includes a camera and an intercom that parents and visitors will need to utilize when presenting their ID for entrance. To gain further access beyond the campus front lobby, individuals will again be required to present their ID to the front desk receptionist in order to be officially logged into the visitor tracking system. It is **very** important for visitors to **always** bring the appropriate ID with them to the school if they want access inside. Your Raptor tag will indicate which area of the building you are visiting. Please be understanding if a staff member asks you to return to the front office or the area indicated on your Raptor tag.

SAFETY PATROL

The Safety Patrol is a trained group of 5th grade students organized to promote safety in and around the school. These students are recognized as leaders. All students should be instructed to obey the patrols in matters regarding school rules and safety. They are also available to help escort our younger students to class in the morning.

This group is in charge of raising and lowering the flags each day. Students rotate serving as patrol members each six weeks. Students on Safety Patrol must maintain satisfactory grades and conduct in order to remain active.

SELLING ITEMS AT SCHOOL

Students are not permitted to sell any cookies, candy, etc. at school for service organizations, groups, or clubs.

SNACKS

Students will have a working snack time during the school day. Snacks are optional and should be brought from home. The campus will not provide daily snack items for students. Students are encouraged to bring a healthy snack that is easily consumed and plain water. Please do not send carbonated drinks, sweetened water or flavor packets. Snacks requiring utensils or extra preparation are not appropriate for snack time, but can be eaten at lunch.

STUDENT ID BADGES

All students are required to wear a picture ID for the entire school day. ID badges, break-away lanyards and clips will be provided by the campus. Students may provide their own lanyard, but **it must be break-away**. Replacement ID badges will cost \$3, lanyards \$1 and clips \$0.25. Replacement items can be purchased online via the Katy ISD A+ Pay N' Go site, or by requesting a form from your child's teacher.

TOYS

Toys are not to be brought to school except on designated days assigned by the teacher.

TRANSPORTATION

Please note: Cell phone use is prohibited in school zones.

Changes of Transportation

For the safety and security of students, we strongly encourage parents to establish a consistent transportation routine. Changing transportation on a regular basis causes confusion, anxiety and heightens the chance for mistakes. We have a system in place for

safely dismissing our students, and teachers are responsible for knowing how their students go home.

ANY CHANGES IN THE NORMAL TRANSPORTATION OF YOUR CHILD MUST BE STATED IN WRITING TO THE SCHOOL

The preferred method for a change of transportation is to send a written note with your child. The teacher will turn it in to the front office for processing. We respectfully request that changes in transportation during the day be done on an emergency only basis. Each team has a dismissal plan and a change late in the day increases the possibility that not everyone will get updated regarding the change. Teachers typically communicate transportation changes first thing in the morning.

If you must make a change in transportation during the day, please send an email to nceknights@katyisd.org **prior to 2:30 pm**. Please include your child's name, the teacher's name, the specified change and dates of the change. **NOTE: If you do not receive a confirmation email from NCE staff, your change of transportation may not have been received, and a phone call to the front office would be necessary.** Please remember, a handwritten note to your child's teacher in advance is preferred. **Please do not email the teacher with changes of transportation, as he/she may be absent, or may not check email until after dismissal.**

We will also accept a fax request for a change of transportation. Please include your child's name, the teacher's name, the specified change, dates of the change and your signature. The fax must be received prior to 2:30 pm. If you send a fax, please call the office to make sure it has been received. Our fax number is 281-644-1566.

Transportation Tags

Each student will receive an official NCE transportation number tag and a wallet size number card, regardless of their method of transportation. Each student in the same family will have the same number. You will receive multiple tags/cards to provide to any adult who may pick up your student. New tags/cards with new numbers are issued yearly.

Bus Transportation

East Bus Transportation's phone number is 281-396-2700.

There is no charge for bus service. If eligible, students are encouraged to ride the bus. Riding the bus prevents students from being tardy to school.

Maps of the bus routes will be in the school office and on the district website www.katyisd.org. Please go to this website to obtain your child's bus number, pick-up and drop-off locations and estimated times. The best way to determine the time the bus will come by your street is to watch for it the first few days/weeks. It typically takes several weeks before the bus times become consistent.

A student must ride his/her designated bus unless a note signed by the parent/guardian is sent to the school for approval. Students must abide by the school and Katy ISD bus rules.

**NO ONE IS TO REMOVE A CHILD FROM THE BUS OR BUS LINE.
STUDENTS MUST BE CHECKED OUT THROUGH THE OFFICE.**

Bus Behavior

Safety is the primary concern on the bus. Students are expected to conduct themselves in an appropriate manner and follow all bus rules. Students can lose bus riding privileges (via a bus suspension or expulsion) due to behavior infractions.

Bus Drive

The area by the front of the school is designated as a **bus loading/unloading area only**.

In order to access visitor parking during arrival/dismissal, cars must enter the drive by using the entrance closest to the field. Car riders do not enter through the front of the building. The front drive is **NOT** used for drop-off before school or for after school pick-up (unless you are bringing your child in after the tardy bell at 7:55 am).

Car Riders

Car rider drop off/pick up is in the back drive off of Withington. Cars will enter the car rider line by coming down Dominion and turning

onto Withington. Both a left and a right turn will be permitted from Dominion onto Withington. Cars will enter the back lot off of Withington. No left turns into the back lot off of Withington will be permitted.

NCE will provide a transportation number tag for parents to use in order for staff to quickly identify students in the car rider lines. We ask that you hang your transportation number tag on the rearview mirror of your car so it is visible to the staff on duty. You must have this tag in your car daily to pick up your student. If you do not have a tag, or do not have it with you, you will be asked to go to the office with a valid photo ID to pick up and sign out your student. **Photocopies of tags or handwritten tags will not be accepted.**

Double parking in the car rider drive is not allowed. Car rider loading begins after the daycare vans leave the parking lot. We ask that you remain in your car. When car riders are dismissed, the staff members outside will communicate the numbers for the existing line of cars to the staff members inside. The students for those cars will exit the building and load their cars. Several cars will be loaded at once. This process will continue until all students are safely loaded into their cars to leave for the day.

Please do not leave cars unattended in the car rider line.

There are right and left arrows painted on the pavement at the car rider exit. The goal of this is to allow those who exit the parking lot heading north (left) on Rennie to exit without getting held behind those going south (right) who are held up by the light. For the safety of our Safety Patrol students and our staff, the left turn lane will not begin until after passing the last safety patrol member.

Car Rider Frequently Asked Questions

Q1. What if I lose my transportation number tag?

A. If you do not have your car tag for car rider dismissal, you must park in visitor parking (or across the street at the church) and sign out your student from the front office. You must have a government issued ID to do this. When you sign out your student, you can ask the front office team for a car rider number. Once you have this number tag you can pick up your student in the car rider line any time thereafter.

Q2. What if I am not the only adult to pick up my student?

A. We are providing you with multiple car rider number tags so that you can provide them to any adult you deem appropriate to pick up your student. By sending a copy of your car rider number tag with the adult you want to pick up your student we will know you approve of that adult picking up your student. ****THIS DOES NOT APPLY FOR CHECKING OUT STUDENTS DURING THE DAY****

Q3. What if I need to pick my student up early?

A. If you need to pick your student up before dismissal you must go to the front office and sign out your student. You must park in the visitor parking (or across the street at the church). You must show a valid photo ID before the student will be released to you. Please note: If a child has an afternoon appointment, it is best to pick them up before 2:30 (to avoid getting delayed due to dismissal procedures).

Q4. What if I only pick my student up occasionally?

A. Every student will receive a number tag regardless of their normal transportation. If there is a change in transportation to car rider, you will need to submit the change in writing and have your number tag in your car when you go through the car rider line. If you have misplaced your number tag, you will need to park in visitor parking (or across the street at the church) and come to the front office to sign out your child. You must show a valid photo ID before the student will be released to you.

Q5. What if my student is part of a daily carpool?

A. If your student is part of a daily carpool, you will need to let the front office know in writing. You will still receive an individual transportation number tag in the event that your student does not ride in the carpool on any given day.

Q6. What if my student rides home with another student for just one day?

A. You will need to send an email to nceknights@katyisd.org before 2:30pm with the details of the change. We must have your change in writing in order for your student to be dismissed with the other student.

Circle Drive

The “circle drive” at the corner of Rennie and Kingsland will only be used for arrival and dismissal for students in our specialized programs (Life Skills, TIP, ECSE, ECAP, and YCAP). For safety reasons, siblings of students enrolled in specialized programs may NOT load/unload in the circle drive. Buses have priority. **Individual cars should not block or hinder a bus from entering or exiting the drive.** Cars should proceed forward so that buses can enter the lot. Parents should not pull into the middle of the circle drive. The teachers from the specialized programs may communicate with parents who are transporting their student to school in order to maximize the efficiency of the arrival/dismissal times. Please be respectful of staff members if you are asked to move your car. We strive to maintain safety and efficiency. In order to enter the circle drive, parents/guardians will be given a different transportation tag that must be hung from the rearview mirror.

Daycare

Daycare buses drop students off in the front of the school and pick students up in the back of the school. Please inform the day care to bring your child no earlier than 7:35 am and no later than 7:50 am. Notify your child’s teacher which day care your child will attend. **Any change in daycare pickup must be in writing.** If your child is absent or goes home ill from school during the day, **please notify the daycare** that your child will not be riding the bus in the afternoon.

Walkers/Bike Riders - Safety

Your assistance in encouraging safety with your children is appreciated. **Please practice walking the route to and from school with your child several times before you permit them to walk or ride alone.** All students should cross Kingsland with the crossing guard. Students crossing Rennie should do so at the crosswalk or with a parent or staff member. Please do not park next to the school (along Rennie) or behind the school (on Withington), as there are legally enforceable “no parking” signs for school zone hours.

According to the KISD Student Code of Conduct, students are not to ride scooters, bring skates or bring skateboards to school.

Also, please review the following bicycle safety rules:

- Walk (not ride) bikes while crossing the street
- All bicycles must be locked securely when parked at school
- Do not share locks with other students
- Bicycle helmets should be worn and may be kept in the classroom
- The school is not responsible for lost or stolen bicycles or helmets

Walkers/Bike Riders - Arrival

The front door will be used for walkers who arrive from the south side of the building (the church parking lot) and Door 3 (on Rennie near bike racks) will be used if students are walking to school from the north side of the building or locking a bike on the bike rack.

Walkers/Bike Riders - Dismissal

In order to maintain the safety for all students, all walkers/bike riders will be dismissed from the 3 exit doors on the east side of the building (Rennie Dr. side). The 3 exit doors will be labeled on the inside and the outside of the doors so that parents will know which door their child will exit. Specific information regarding dismissal procedures will be communicated via the campus eNews and/or website prior to the beginning of the 2021-2022 school year.

Parents will meet students in the green grassy area along the Rennie side of the building. Teachers on duty will monitor students to ensure they walk along the sidewalk to either the crossing guard at Kingsland or the crossing guard stationed at the back parking lot. In order to maintain safety, at no time should students cross Rennie to meet parents. Older students walking home with younger siblings should meet the younger student at the younger student's exit before proceeding to the crosswalk.

****Pre-K, Kindergarten and 1st Grade Walkers****

All parents of Pre-Kindergarten, Kindergarten and 1st grade students who pick their children up as walkers at dismissal must present their transportation number tag or wallet card to the staff on duty before the child will be released to them. Teachers will verify that the student and parent number match in order to ensure students are leaving with an approved adult or sibling.

If your Pre-K-1st grade student walks with an older sibling at NCE, a signed note must be provided to the school indicating the older sibling's name and grade. Siblings from the high school or junior high may pick up Pre-K, Kindergarten or 1st grade walkers either with the transportation wallet card or with written documentation to the school as explained above.

If you do not have your transportation number tag or wallet card, you must go to the front office to sign out your student. You must show a valid photo ID before the student will be released to you. Please be respectful of staff if you are asked to go to the office because you do not have your tag/card.

Emergency Reunification

In the event that an emergency were to occur that resulted in students being relocated during the school day, the campus will implement the reunification process following district protocol. The wallet card or car tag number would also be utilized to streamline the student pick up process.

