

# The Essential Guide



## Admin and Support Team 2022-2023

Principal: Wendy Moore  
Asst. Principal: Lindsey Painter  
Senior Associate: Shaye Kopec  
Registrar: Christy Bryan  
Student Support / Receptionist: Nayeli Arias  
Counselor: Jessica Bentley  
CIS: Melissa Waggoner  
Nurse: Katelin Manley  
Librarian: Beth Williams  
Campus Instructional Coaches:  
Tiffany Brooks  
Celeste Burns

### Stay in Touch

There are multiple ways to stay in touch with our campus. All CISD parents are automatically enrolled in School Messenger, the district's automated notification system to receive information. School Messenger communicates via email and phone, so please make sure we have your correct contact information in Skyward.

You will also receive weekly newsletters via email each Monday. These newsletters, and other announcements, are also posted on our campus Facebook page: CISD Rebecca Creek Elementary.

Your child's teachers will share with you their way of communicating classroom specific announcements. This may be through various messaging apps and email.

Rebecca Creek Elementary  
125 Quest Ave.  
Spring Branch, TX 78070  
830.885.1800

RCES is participating in Title 1, Part A school wide program that is intended to improve student academic achievement. The requirement of the Title 1 program is that 40% or more of the school's population is eligible for the free or reduced meals program.

### Skyward

How is your child doing in school? Now, with a few clicks of the mouse, you can quickly check their progress.

Just log in to Comal ISD's **Skyward portal** to see grades, class schedules, attendance and set up parent notifications. You also can change an address or phone number, add emergency contacts, or update health information for your child.

Download the Skyward Mobile Access App (from the App Store or Google Play – search for "Skyward Mobile App") to a smartphone or tablet and get the same information even faster with the tap of a finger. Follow these [instructions](#) to set up the app.

Go to this link for even more helpful tips:

<https://www.comalisd.org/apps/pages/skywardtips>



## Campus Student Arrival and Dismissal Procedures:

**MORNING ARRIVAL:** Student morning arrival is on the west side of the building by the gym doors from 7:00am to 7:30am. Due to traffic flow and safety concerns, **please do not drop your child off at the front of the campus**. If you are dropping your child off after 7:30am, please park in the **upper parking lot (not in the red emergency lanes)** and walk with your child into the building. Your child is tardy if they are not in their classroom by 7:35. Students will meet in the gym in the morning, and will be directed to the cafeteria if they are eating breakfast at school.

**AFTERNOON DISMISSAL via PARENT PICKUP:** We will provide pickup hangtags for families who do not have one from last year. One will need to be displayed in your window as you pick-up your child. If you do not have a hang tag please report to the front office with your driver's license to receive your child.



TRANSPORTATION CHANGES  
[RCES\\_Transportation@comalisd.org](mailto:RCES_Transportation@comalisd.org)

125 Quest Ave. 830.885.1800 main  
Spring Branch, TX 78070 830.885.1801 fax

### **Afternoon Dismissal Transportation Changes:**

All dismissal changes must be in writing. You may send a note with your child in the morning, or email the below RCES Transportation Change email address. Any changes to your child's afternoon dismissal procedure needs by received by 1:00pm. Please do not text or email your child's teacher to change the way your student will go home. All changes must go through the campus office.

Afternoon Transportation Changes:  
[RCES\\_Transportation@comalisd.org](mailto:RCES_Transportation@comalisd.org)

### **Bus Riders**

Your students will receive a bus tag that they will scan when getting on / off the bus. This tag will show their name and bus #.

Students who are Pre-K through 1<sup>st</sup> grade will need to have a guardian meet them at their stop in the afternoons. **Our bus drivers will not release a PK-1<sup>st</sup> grade student if there is not parent or guardian waiting for them.**

You can see your child's bus #, bus stop, and arrival time by going to this link:

<http://www.infofinderi.com/ifi/?cid=CI05358438091>

### **Student Early Check-Out**

Only authorized adults, as indicated on the child's Skyward account, are permitted to check students out early during the day. A current driver's license must be provided to the office to verify identity.

If you need to pick up your child early, please do not call ahead to have your child meet you in the office. This takes valuable time away from instruction and learning. We will call your child out of class when you arrive.

If you are contacted by Nurse Manley and are asked to come pick up your child, please make your way to campus as soon as possible.

## Cafeteria Information:

### Meal Prices for 2022-2023

Breakfast: \$1.95 (paid), \$0.30 (reduced)

Lunch: \$3.20 (paid), \$0.40 (reduced)

You may add money to their account by going to LUNCH MONEY NOW:

<https://www.lunchmoneynow.com/lmncc/o/splash.php>

Breakfast is served from 7:00am to 7:30am.

Each class has a 30 minute lunch, and depending on their class schedule, lunch is served from 11am to 1:00pm.

Apply for Free and Reduced Meals here:

[https://www.comalisd.org/apps/pages/index.jsp?uREC\\_ID=1206859&type=d&pREC\\_ID=2243684](https://www.comalisd.org/apps/pages/index.jsp?uREC_ID=1206859&type=d&pREC_ID=2243684)



## Birthday Treats:

Birthday treats are enjoyed the last few minutes of the instructional day. Please communicate at least 24 hours before to your child's teacher and the front office that you will be dropping off birthday treats for your child. These should be dropped off in morning before 10am.

Birthday treats must be STORE BOUGHT, AND NUT FREE. Please send a treat to eat, and not balloons, toys, etc. that will cause a distraction during the instructional day.

Party invitations that are passed out at school must include the entire class or all the same gender as your child. This greatly alleviates hurt feelings that may distract from our school day.

## School Age Child Care

School-aged children are welcome to register for after school childcare through SACC. They operate each day school is in session and run a full-day program during the summer at seven rotating sites. They provide the highest quality childcare that meets the needs of each child and family in a safe, nurturing and enriching environment.

Our program begins immediately after school (even on early release days) and closes at 6:30 p.m. on regular school days. The program is closed on all student holidays. Enrollment is limited, so it is best to register as soon as possible.

For more information, and to register for this program, please go to this link:

<https://www.comalisd.org/apps/pages/CommunityEd/SACC>



## Community Education After School Activities for Students

Comal ISD offers extensive after school Community Education programs for our students. Some of which include: Art, Lego, karate, Robotics, Tennis, etc...

Space is limited, so it is always best to sign up early!

For more information, go to:

<https://www.comalisd.org/apps/pages/community-education>

Or contact CISD Community Education at  
830.221.2688

## Safety Procedures for RCES Visitors

Keeping our students safe at school is a top priority. Always check-in through the front office. Our school visitor check-in system requires a scan of your current driver's license. Please always have your driver's license identification with you when visiting our campus. Once your license is scanned, we will print a VISITOR'S BADGE for you. Always display your visitor's badge on your upper left shoulder so it is easily visible by all staff members.

## Visiting Your Child for Lunch

Parents and Guardians may enjoy lunch with their child during your child's regularly scheduled lunchtime. Our Café has designated "Parent Tables" where you will sit with your child. Visitors are not permitted to sit at the classroom tables with the other students. Parents may have lunch with their child only. Other students are not permitted to join visitors at the Parents Table.

After lunch, parents/guardians are to exit the campus via the front office. Parents are not permitted to go with the child into their classroom or to recess.

## Volunteering on Campus

All campus volunteers must complete the online volunteer background check prior to volunteering on campus. This includes mentors, tutors, field trip chaperones, workroom volunteers, etc...

You may complete your volunteer background check by going to this CISD on-line link:

[https://www.comalisd.org/apps/pages/volunteer\\_information](https://www.comalisd.org/apps/pages/volunteer_information)

The background check can only be completed online, paper copies cannot be accepted.

This form must be completed EVERY YEAR.



## Become an RCES Hallway Hero!

Hallway Heroes is a Comal ISD program that encourages parents, relatives and community members to serve as positive role models on campus, while also being an extra set of eyes and ears to enhance school safety. Hallway Heroes aims to engage anyone who is interested in volunteering.

Go to this CISD link to learn more about becoming a Hallway Hero:

<https://www.comalisd.org/apps/pages/hallway-heroes>

## Join the PTA!

RCES PTA plays a very important role in the success of our campus. Every student has benefited from the strong support this organization has supplied. It is a great way to be involved.

Become a member here:

[www.joinpta.org](http://www.joinpta.org)

