

# O'Bryant Primary Student Handbook



2017-2018

# O'BRYANT PRIMARY STUDENT HANDBOOK

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Dear Parents and Students,

Welcome to O'Bryant Primary School for the 2017 – 2018 school year. We are dedicated to providing our students with the best possible education. We are striving to ensure an environment that is safe and conducive to learning for all children. Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The O'Bryant Primary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into general alphabetized sections, and an index is located for specific subjects in the back of the book. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Bellville ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is a separate document sent home to the parents, and is available in the Principal's office or at the Bellville ISD website (<http://bellvilleisd.org>)

The student handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures and or rules that may be applicable in a given circumstance. The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters, addendums or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revisions or modifications will be given as is reasonably practical under the circumstances.

In case of conflict between board policy or the Student Code of Conduct and any provisions of student handbooks, the current provisions of board policy or the Student Code of Conduct are to be followed.

Although the Student Handbook may refer to the rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is intended to, create contractual or legal rights between any student or parent and the district.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, the assistant principal, or the principal. **Also, please complete the Acknowledgment Form (P. 48) and return it to your child's homeroom teacher.**

As a staff, we appreciate the opportunity to work with and educate your child. We are looking forward to a wonderful and exciting year of learning. If you ever have any questions or concerns throughout the year, please feel free to call or stop by. Working together we will make this year a successful one for all of our students!

Natalie Jones, Principal

## **O'Bryant Primary Office Staff Contact Information**

**Please let us know if you have any questions or if we can assist you in any way.**

**School Phone 865-5907**

**Office Hours 7:45-4:00  
Monday-Friday**

**Natalie Jones, Principal**  
[njones@bellvilleisd.org](mailto:njones@bellvilleisd.org)

**Kandis Krueger, Assistant Principal**  
[kkruieger@bellvilleisd.org](mailto:kkruieger@bellvilleisd.org)

**Emily Neumann, Counselor**  
[eneumann@bellvilleisd.org](mailto:eneumann@bellvilleisd.org)

**Becky Japko, Nurse**  
[rjapko@bellvilleisd.org](mailto:rjapko@bellvilleisd.org)

**Becky Matus, Secretary**  
[bmatus@bellvilleisd.org](mailto:bmatus@bellvilleisd.org)

## **Philosophy of Education**

The staff of O'Bryant Primary School has the philosophy that students on our campus are good students who can achieve and can learn lessons that will prepare them for a successful life. The staff believes that school should be a place where students can have fun in assimilating information and participating in interesting projects and new ideas. The staff believes that students will respond by working hard to attain the skills and knowledge base needed in each grade level. The core curriculum will include Reading, Writing, Mathematics, Social Studies, Science, Health, Language Arts, and Physical Fitness. Other attributes students will attain include patriotism for our nation, responsibility for supplies and textbooks, and acceptable social behavior. These students will be prepared to graduate from high school, move into higher education or enroll in other training programs, and ultimately have a productive life.

## **Vision Statement**

The vision of O'Bryant Primary School is to commit to utilizing our resources to promote high academic and moral standards for our students. This commitment will prepare our students to successfully compete in an ever changing technological and global society. The staff of O'Bryant Primary believes that all students can learn, can achieve, and can be successful.

## **Mission Statement**

The mission of O'Bryant Primary, as the Center of Public Education, is for the parents, teachers, staff, and community to prepare students for a successful and productive life. To accomplish this mission, we will need to provide lessons and experiences so students can successfully utilize problem solving and critical thinking skills for both academic and real life experiences. We believe that all students can learn and want to achieve success. Students have the responsibility of working to achieve success from the high quality, well-rounded education they are provided.

## **Campus Goals**

1. O'Bryant Primary will meet Adequate Yearly Progress (AYP) as defined by ESEA.
2. O'Bryant Primary will provide an environment where all students will be successful by participating in programs that meet their individual needs.
3. O'Bryant Primary will encourage opportunities for parental and community involvement that supports the educational processes of the District.
4. O'Bryant Primary will recruit and hire highly qualified teachers as required by ESEA and appropriately certified teachers as required by TEA.
5. O'Bryant Primary will provide safe, drug free, positive learning and teaching environment for students and staff members.
6. All O'Bryant Primary students will strive to achieve 100% success rate.
7. O'Bryant Primary will promote participation in extra-curricular academic competitions.

## ADMISSIONS

A student's parent or guardian who wants to enroll in Bellville Independent School District should contact the school office at 413 South Tesch or call 865-5907 for grades PPCD, Pre-K, K, 1, 2, and 3. Requirements for admission include birth certificate, up-to-date immunization records, Social Security card with a clear number, proof of residence, and a copy of birth certificate or driver's license of person enrolling the student.

### **Custody of Students**

If a student is to be picked up by specific individuals, that information **MUST** be recorded on the Student Enrollment Card. In cases of divorce or child custody, the school **MUST** have legal documents of verification on record.

### **Withdrawal From School**

A student may be withdrawn from school only by a parent. A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the students' last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

## ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Students enrolled in pre-kindergarten or kindergarten are **required to attend school.** Official attendance is taken every day at 10:00AM. In order for a student to be counted present, he/she must be in school at the accounting time. Students arriving after 10:00 a.m. will be marked absent for the day **UNLESS** they have a medical or dental excuse from the doctor's office.

The **Tardy Bell** rings each day at 8:05 AM. Any students arriving to class after this bell (and morning announcements) will be asked to get a Tardy Slip. It is the parent's responsibility to ensure that their child attends school and is in class each day from 8:05 AM and does not leave until 3:25 PM unless there is a verifiable illness or family emergency. Students who have excessive tardies will need to make up missed time in an after-school detention or other actions as deemed appropriate by the administration, OBP Attendance Committee, or in accordance with the Student Code of Conduct.

All doors will be locked at 8:05 for safety purposes. To enter the building after the doors are

locked, one must come to the front entrance of the building on Tesch Street and ring the bell.

State Law requires:

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75% of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

**A student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.**

## **Types Of Absences**

Excused Absences may be granted only for the following reasons; (1) personal illness, (extended illnesses may require a doctor's note), (2) emergencies such as serious illness or death in the immediate family, (3) weather conditions severe enough to make travel hazardous, (4) observance of religious holy days, if request in writing is made to the principal prior to the initial absence, (5) extenuating circumstances as designated by BISD board policy.

Unexcused Absences are given to students who miss school without a school authorized reason.

Truancy is when a student willfully misses school without parent's knowledge. The student will

be subject to disciplinary action. Truancy is marked as an unexcused absence.

Extra-Curricular Absences are recorded for students who miss class due to school sanctioned, or state approved activities. These absences are recorded but do not count against a student provided they do not exceed ten per year for a full-year course, or five per semester for a one-semester course.

### **Parent's Note After an Absence**

When a student is absent from school, the student must bring a note signed by a parent that describes the reason for the absence within five (5) days of returning to school. If the reason for the absence is for a doctor appointment, a letter from the doctor on the doctor's letterhead is required within five (5) days of returning to school. A note signed by a student, even with the parent's permission will not be accepted unless the student is 18 or older or is emancipated minor under state law. A phone call from a parent may be accepted, but the district reserves the right to require a written note. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

The student should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

*Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.*

### **Release Of Students from School**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent.

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student to collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult



must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

## **ADVANCED PLACEMENT**

A student in any grade may take an examination for acceleration to be advanced one grade level or to gain credit for a course he/she has not formally taken for credit. For additional information, contact Kenneth Stein at 518 S. Mathews or call 865-3133.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administrator the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

Bullying and Safety Reporting can be found on the BISD Website, [www.bellvilleisd.org](http://www.bellvilleisd.org), under the Parent Resources tab.

## **CAFETERIA SERVICES**

Nutritious, well-balanced meals are provided in our school cafeteria. The price for breakfast and lunch is set by the district and is subject to change each year. Each student will have an account in which they deposit money for their breakfasts and lunches. Students are permitted to have water bottles in the classroom that may contain only water.

The School Nutrition Department of BISD implemented an innovative online service for payments and account balance information called *Lunch Money Now*. This program will permit parents to check a student's balance, view the student's purchase history and make deposits to the student's lunch money account using a credit card. Parents are also able to subscribe for email warnings when their child's account dips below a certain amount. The credit card deposits are made using a secure transaction site and are typically available within the hour of the transaction during the regular school day. Parents can make multiple deposits using the same credit card transaction. There is a \$2.50 convenience fee per transaction which is paid to the processor and not BISD.

To access your student's account you will need:

- ◆ the district student ID number
- ◆ the last four digits of the student's social security number
- ◆ the child's birthday.

You can gain access to Lunch Money Now via the BISD website [www.bellvilleisd.org](http://www.bellvilleisd.org) and click the *Lunch Money Now* logo link. If you have any questions please contact the Food Service Director, Cyndi Coker, at 865-7017.

### **Cafeteria Rules**

- Walk quietly in the cafeteria
- Keep your hands and feet to yourself.
- Talk quietly in the cafeteria- control your volume.
- Raise your hand for help.
- Stay in your seat until an adult tells you to get up.

- No sharing food.
- Lunch guest(s) will eat only with their child and not invite other students to the guest table.
- No food leaves the cafeteria.
- Use good table manners.

### **Free and Reduced Price Meals**

The District participates in the National School Lunch Program and offers free and reduced price meals based on a student's financial need. Information may be obtained from Dennis Jurek at 518 S. Mathews, or call 865-3133. Application for the free-lunch program requires that papers be filled out and turned into the office during the **first two weeks** of school enrollment. Parents will be notified if their child qualifies for this program.

### **Texas Public School Nutrition Policy**

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, which was effective beginning August 1, 2004. These nutrition guidelines are a result of a collaborative effort among parents, school administrators, health professionals and members of the food industry to promote a healthier environment in Texas schools and help ensure a healthier future for Texas children. All Texas schools participating in the federal child nutrition programs must comply with the nutrition policies. (For additional information, visit [www.squaremeals.org](http://www.squaremeals.org) ).

### **School Celebrations/Parties/Birthdays**

Due to O'Bryant Primary's participation in this program, school birthday treats are to be distributed **ONLY** in the afternoon. **Birthday invitations may not be handed out at school.**

Other sanctioned school celebrations (Christmas party, Valentine party, and Easter party) may distribute Foods of Minimal Nutritional Value (FMNV) throughout the day.

The cafeteria offers birthday baskets to be delivered to your child's classroom on their birthday or day specified. These snacks do not contain any peanuts products due to some students having peanut allergies. Please visit the district website under Food Nutrition to find out more information.

## **CONDUCT / DISCIPLINE**

The students at O'Bryant Primary School are expected to behave in a manner that permits uninterrupted learning to take place. Students are expected to follow the rules and regulations established by the school, the school district and the classroom teacher. Students are expected to conduct themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others. Students with excessive discipline incidents are subject to consequences which may include not being allowed to attend a scheduled field trip.

Students that threaten to bring a weapon to school, or threaten to kill someone will be disciplined in accordance with the Student Code of Conduct. Once a student has received a referral, he/she will be sent to the principal's office. A referral will result in loss of privileges. The principal will make every effort to contact a parent or guardian on each referral. Fighting and profanity may

result in In-School Suspension (ISS). A non-custodial parent may request in writing that he or she be provided a copy of any written notices usually provided to a parent related to your child's misconduct that may involve expulsion.

## **Code of Conduct**

Refer to the Bellville Independent School District's Student Code of Conduct, which is a separate document sent home to parents. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

## **Conduct Expectations**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- \*Demonstrate courtesy--even when others do not.
- \*Behave in a responsible manner, always exercising self-discipline.
- \*Attend all classes, regularly and on time.
- \*Prepare for each class; take appropriate materials and assignments to class.
- \*Meet District or campus standards of grooming and dress.
- \*Obey all campus and classroom rules.
- \*Respect the rights and privileges of other students, teachers, and other district staff.
- \*Respect the property of others, including District property and facilities.
- \*Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- \*Avoid violations of the Student Code of Conduct.

To achieve the best possible learning environment for all our students, O'Bryant Primary School rules and discipline will apply:

- \*During the regular school day or when student goes to and from school on district transportation.
- \*During lunch periods in which a student is allowed to leave campus.
- \*Within 300 feet of school property.
- \*While a student is in attendance at any school-related activity, regardless of time or location.

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty--as in cheating or plagiarism--is not acceptable. Cheating includes the copying of another student's work-- such as homework, class work, or test answers --as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

## **Corporal Punishment**

Corporal punishment--spanking or paddling the student-- may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be governed by the following conditions:

1. The student will be told the reason for the corporal punishment.
2. Corporal punishment may be administered by the principal.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of the other students.

**\*\*\* A record will be maintained of each instance of corporal punishment.**

PARENTS WHO DESIRE THAT THEIR CHILDREN NOT RECEIVE CORPORAL PUNISHMENT MUST PUT THIS REQUEST IN WRITING ADDRESSED TO THE PRINCIPAL.

## **Parties and Social Events**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

## **Sexual Harassment/Sexual Abuse**

Unwanted and un-welcomed conduct of a sexual nature--words, gestures or any other sexual conduct, including requests for sexual favors--directed toward another student or a district employee is unacceptable.

## **Violations of Law—Alcohol, Drugs, Tobacco, and Weapons**

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property.

O'Bryant Primary is a drug free school zone. Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending any off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, by students and others on school property and at school-sponsored and school-related activities.

## **Phones/Articles From Home**

Please do not allow your children to bring articles to school that could be harmful to others or distract the learning process. **Cell phones that are used or go off during the school day are kept in the office and a parent must come to pick it up from the school. If a student brings a cell phone/electronic device three or more times and it is used or goes off during the course of the day they will be assessed a \$15.00 fine when the parent/guardian picks the device up from the office.** Confiscated telecommunications devices that are not retrieved by the

student or student's parents will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the Student Code of Conduct. If illegal content is found on a cell phone that was confiscated, the school will turn the phone and information over to law enforcement as a proactive approach. The district will not be responsible for damaged, lost or stolen telecommunications devices. Fines collected will be used in the student activity fund.

Students must not bring valuables or irreplaceable items to school. Examples include, toys of all kinds, electronic devices and games, cameras, large sums of money, or expensive jewelry. If items are brought to school, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost or stolen electronic devices. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

## **Disruptions**

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

We must ask that parents remain out of the classroom area during the school day. Parents are requested to sign in at the office anytime they come to the school. All doors will be locked after 8:05 AM for safety purposes. To enter the building after the doors are locked, one must come to the front entrance of the building on Tesch Street and ring the bell. At the end of the day, parents may wait for their children **outside** of the building. ***The teachers are responsible for their entire class and they are put in an unfavorable situation if parents bring children to the room late, or come early in order to beat the rush.***

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person – student or non-student – who:

- \* Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- \* Interferes with an authorized activity by seizing control of all or part of a building.
- \* Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- \* Uses force, violence, or threats to cause disruption during an assembly.
- \* Disrupts classes while on District property or on public property that is 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or misconduct.
- \* Interferes with the transportation of students in District vehicles.

## **IN-SCHOOL SUSPENSION (ISS) CENTER RULES AND REGULATIONS**

1. Upon reporting to In-School Suspension (ISS), you must bring the following materials:

- A. All books and materials needed to complete assignments for each class.
- B. A school lunch will be sent to students. If the student does not want the school lunch, a lunch should be brought from home. Cokes, candy, gum, and fast food or special treats are not permitted. Visitors are not permitted (other than mentors and PALS).
- 2. To be released from ISS you must successfully fulfill the following obligations:
  - A. Attend ISS each day assigned. Absences from ISS Center must be made up.
  - B. Bring all materials listed above. (1A)
  - C. Complete all assignments which are submitted by your classroom teachers.  
Students will be given credit for work completed in ISS.
  - D. Conduct yourself according to the regulations which are listed below, to the satisfaction and approval of the ISS supervisor.
- 3. Conduct Regulations
  - A. While in ISS, the student may not engage in talking, gesturing, or any voluntary activity which, in the opinion of the ISS supervisor may be designed to be distracting, disruptive, or destructive.
  - B. While in ISS, the student may not leave their assigned seat or study carrel unless, under proper procedures of conduct, they are recognized by the ISS supervisor and are given specific approval to be out of their assigned seats.
  - C. Regular school rules and dress code apply for ISS Center.
  - D. Students will remain alert throughout the time they are assigned to ISS.
- 4. Restroom visits will not be excessive, are on an individual basis, and are monitored.
- 5. Lunch Regulations:
  - A. You will be required to eat in the ISS Center but there should be NO conversation during lunch break. Lunch break will be a maximum of 35 minutes. Upon completion of lunch and proper disposal of trash, you should quietly continue to work on incomplete assignments.
- 6. Dismissal will begin at 3:00 p.m. You will be brought by the ISS supervisor back to O'Bryant Primary School to meet with the assistant principal and discuss the student's behavior for that day.

## **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns. Other duties of the counselor include Character Education: Character Counts!, Special Education Referrals and ARD Meeting Notices, Testing Coordinator for STAAR and Section 504, At-Risk Classification, and Classroom Visits.

Students or Parents who wish to meet with the counselor should contact the O'Bryant Primary School Counselor at 979-865-5907. The school will not conduct a psychological examination, test, or treatment without requesting the parent's written consent.

# **CURRICULUM RELATED INFORMATION**

## **Honors and Awards**

Student honor rolls are posted in the paper throughout the school year at the end of each six weeks. Special recognition is given to students who achieve honor roll status. Students in grades two and three that receive all A's and no more than two B's per 6-weeks, will be on the AB honor roll. Students that receive all A's will be on the Distinguished Honor Roll. Any student that is on the Distinguished Honor Roll for the entire school year will be awarded a medal. End of the year special awards are given to the student(s) with outstanding achievements.

## **Homework**

Homework assignments will be completed by students at home which reinforce skills learned at school. Since children need independent practice on skills presented in class, homework is very important. Teachers will assign homework as needed to reinforce concepts that are presented in the classroom. Parents are encouraged to supervise students when homework is being done.

**Students who repeatedly do not complete homework assignments will be subject to disciplinary action.**

## **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

## **Make-up Work**

Work will be sent home for absentee make-ups, completed and brought back within three days. If make-up work is not returned on time, the student will not get full credit. Extensions would be flexible according to the number of consecutive days absent.

## **Promotion and Retention**

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas; a grade of 70 or above in English language arts, mathematics, science and social studies is required for promotion to the next grade level.

The English language arts (ELAR) grade for grades 1-5 will consist of the following:

- Reading.....70%
- English.....20%
- Spelling..... 5%
- Handwriting.. 5%

Students who do not perform satisfactorily on any portion of the STAAR tests will have



opportunities to participate in special instructional programs designed to help them improve their performance and will also be allowed to re-take the test(s) up to three times in order to pass.

## **Report Cards**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six-weeks. At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject.

Report cards and unsatisfactory progress reports ***must be signed*** by the parent and ***returned to the school*** within five days. If your child does not return the progress report/report card after five days, he/she will be subject to consequences. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

## **Pre-kindergarten and Kindergarten**

Achievement or progress in pre-kindergarten and kindergarten shall be reported to parents as Excellent, Satisfactory, Needs Improvement and Unsatisfactory

## **Tutoring**

After school tutoring is available to qualifying students in grades 1-3, on Tuesdays and Thursdays from 3:25 until 4:25 PM. The sessions are administered by qualified staff. Parents will be responsible for picking up their children promptly at the end of the sessions.

Summer School tutorials for students needing Accelerated Reading Instruction will also be available in June to qualified students.

## **Student Schedules**

The school day begins at 8:05 AM. & ends at 3:25 PM. Morning Pre-Kindergarten classes are scheduled from 8:05 AM - 11:15 AM. Afternoon Pre-Kindergarten classes are scheduled from 12:00 PM - 3:25 PM. ***Pre-K morning students should not be picked up prior to 11:15, and Pre-K afternoon students should not be dropped off before 12:00 PM.*** All students should not arrive before 7:30 AM each morning because teachers are not on duty before that time. **The school is not responsible for students on campus before 7:30AM or after 4:00 PM except for scheduled tutorial sessions.**

## **Testing**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessments:

**Standardized Tests – Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades  
STAAR Reading and STAAR Math -- 3rd Grade**

Bellville Independent School District uses standardized tests to monitor student progress

throughout their years in education. Test results will be reported to students and parents. Parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and English language learners, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education teacher.

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law or the district.

### **Physical Activity for Students in Elementary Grades**

In accordance with state policy, Bellville ISD will ensure that students in Kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or at least 135 minutes per week.

Annually, the District will conduct a physical fitness assessment of students in grades 1-3. At the end of the school year, a parent will be given the results of his or her child's physical fitness assessment conducted during the school year during the awards assembly.

### **Extracurricular Activities / UIL**

Students will be given an opportunity to participate in the University Interscholastic League literary competition. Contestants will be chosen on the basis of ability in the particular event and will be coached by O'Bryant faculty and staff. The events are: Spelling, Ready Writing, Storytelling & Music Memory - 3rd Grade Creative Writing & Storytelling - 2nd Grade

Participation in school and school sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege.

UIL rules include:

◇ A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three weeks. An ineligible student may practice or rehearse however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade 70 or above in all academic classes, and (2) completed three weeks of ineligibility.

◇ A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence. Students who participate in the Austin County Fair, Houston Livestock Show, or San Antonio Livestock Show must meet the criteria above.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, to minimize safety

hazards, and to prevent disruption. Please review some of O'Bryant Primary dress code guidelines or contact the school if you have other questions or concerns. For additional dress code guidelines, please refer to the Bellville ISD Student Code of Conduct. Students with questions regarding the dress code should use this rule of thumb: **IF IN DOUBT, DON'T**

### **WEAR IT!**

- Shirts with straps less than 2" in width may not be worn to school without another shirt underneath the straps
- Sleeveless shirts for both boys and girls need to fit close around the armpits; **NO BARE SHOULDERS**
- Shirts that expose the waist when the arms are raised are not allowed
- Over-sized jeans, shorts, and pants on boys need to be belted for safety reasons (no sagging)
- Washable tattoos should be saved for weekends; not displayed at school during the regular week
- Boys' hair must be trimmed to the base of the collar and out of the eyes
- Short skirts may only be worn if there are shorts on underneath the skirt
- Very short shorts are not appropriate for school; please use parental discretion.
- Hats, caps, bandanas, and/or head coverings are not allowed at school other than during recess / PE
- Only natural hair color is allowed during the school day or at school activities
- It is **Highly Recommended** (again for safety issues) that all students wear athletic shoes. Flip-Flop sandals for recess and shoe changing during the day are a problem.

***NOTE: Any clothing, hair style, and/or jewelry that is distracting, as deemed by the campus administrators, will be prohibited.***

## **EMERGENCY SITUATIONS**

### **Medical Treatment**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional low-cost students accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the business office.

### **School Closing**

In case of an emergency closing of schools, the District-wide ***School Messenger*** phone notification system will notify parents and guardians via the phone numbers provided on the student identification registration card. **The district will rely on contact information on file**

**with the district to communicate with parent in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.** Parents and students are also encouraged to listen to KTEX, 106.1 FM or KWHI 1280 AM on the radio; or listen to Channel 2, 11, and 13 on the Houston TV stations for information about the Bellville Independent School District. The Superintendent will determine when schools will be closed for emergency weather or other dangerous factors.

There is also an opportunity to sign up to receive messages from O'Bryant Primary through the Remind text messaging and email system. With Remind, all personal information remains completely confidential. O'Bryant Primary will never see your phone number, nor will you ever see theirs.

### **Emergency Drills**

From time to time students, teachers, and other District employees will participate in drills of emergency procedures for inclement weather, fire, intruders in the building and bus evacuation. Students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **FIELD TRIPS**

### **Permission to Attend**

Information letters and permission slips will be sent home with all children regarding planned field trips. Any child attending field trips will be required to have a signed permission slip from the parent/guardian. If the permission slip is not returned, the child will not be permitted to attend.

Students with excessive discipline incidents are subject to consequences which may include not being allowed to attend a scheduled field trip.

### **Chaperones**

Adult chaperones are always provided for field trips. The classroom teacher will make arrangements as needed for additional help. If you are interested in being involved in field trips, please let your child's teacher know early in the year. We welcome parent involvement.

### **Transportation**

School district transportation is provided for field trips. All students will ride the bus to the field trip event. Student's siblings may NOT ride the bus or participate in field trip activities. Adult chaperones will need to provide their own transportation.

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach, or sponsor of an extracurricular activity may establish procedures related to make an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by

the parent.

## **GOVERNMENTAL AUTHORITIES**

### **QUESTIONING OF STUDENTS**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- \* The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- \* The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- \* The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **STUDENTS TAKEN INTO CUSTODY**

State law requires the District to permit a student to be taken into legal custody:

- \* To comply with the laws of arrest.
- \* By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- \* To comply with a properly issued directive to take a student into custody.
- \* By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The district is also required by state law to notify all instructional and support personnel who have regular contact with the student who has been arrested or taken into custody by a law enforcement agency.

## **LIBRARY / TEXTBOOKS**

All students in PPCD, Pre-Kindergarten, Kindergarten, First Grade, Second Grade, and Third Grade will visit the Library on a regular basis. PPCD, Pre-Kindergarten, and Kindergarten students participate in story time each week with emphasis on listening skills. Grade 1 students begin the year by checking out one library book at a time while grades 2 and 3 are limited to checking out two books at a time. Students are free to return their books to the library as soon as they are finished and may then check out more books. No student should have more than two books out of the library at one time.

When a student checks out a library book, the student is responsible for the care of that book

while he/she has it. If the book is lost or damaged beyond repair, the student will be required to pay the purchase price of the book. Students are not allowed to check out books until they have paid for the lost or damaged book. The average cost of a library book purchased today is \$15.00.

Skills appropriate for each grade level will be taught in at least one library period per six weeks. No library fines will be charged for overdue books. Students are not allowed to check out any new books until they have returned their overdue books. Students will not receive their report card at the end of the year if they have a book checked out to them.

A grade level reading program is offered for students in each grade level. The program rewards the students for reading library books during the school year. Each year the library has a Book Fair where students may purchase books to begin a collection of their own.

## **TEXTBOOKS**

Textbooks and other district-approved instructional materials are provided for each subject or class; students are required to use these books carefully. The student, as directed by the teacher, must cover books; students who are issued a damaged book should report that fact to the teacher. Any students failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or the damage paid for by the parent or guardian. Students shall be given the necessary instructional resources for use at school during the school day.

# **MEDICINE AT SCHOOL**

## **BELLVILLE ISD HEALTH POLICIES**

### **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container provided by the parent/guardian, along with a written request including name of student, name of medication, dosage, date, and parent/guardian signature. Medication will not be administered differently than the label specifies without a new prescription or written documentation from the physician.
- Nonprescription medication, in the original, properly labeled container, provided by the parent/guardian along with a written request including name of student, name of drug, dosage, date, and parent/guardian signature. Medication will be administered based on the manufacturer's recommendations for age and/or weight.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

The district does not accept or administer medications that contain narcotics for the safety of the student(s) and in compliance with the district drug abuse policy. If a student has been prescribed medication in this category for pain, cough etc., they are asked to remain at home until they are able to replace the medication with an over-the counter product or a non-narcotic prescription medication while at school for symptom control.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisors; and
- When the parent has previously provided written consent for emergency treatment on the district's registration form.

All medications are to be kept in the nurse's office. Medications will be kept in a locked cabinet.

When dispensing medications, the qualified district employee administering the medication(s) will keep records indicating the date, time, dosage and will initial and provide his/her signature.

At the end of the school year, all medication must be picked up from the school clinic by the last day of school. Any medication left at the school will be disposed.

Students violating this procedure will be subject to disciplinary action under the district's drug abuse policy.

## **Student Illness**

If your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must excuse students with certain illnesses from school for periods of time as identified in state rules. For example:

- If your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever reducing medications such as Tylenol or Ibuprofen.
- Students with diarrheal/vomiting illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that a child should go home, the nurse will contact the parent. The student must be picked up, or suitable arrangements made, one hour after receiving notification that the student is sick. Remaining in the nurse's office for long periods of time is not safe or sanitary for the sick student or other students receiving care. It is also very important that the school have working numbers to contact parents and guardians incase an emergency should occur.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS) Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Exemptions have to be renewed every two years.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio, hepatitis A, hepatitis B, and varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

## **Asthma/Allergic Reaction**

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. Parents are required to provide the school nurse yearly with the students' individual health asthma management plan. See school nurse for forms.

## **Diabetes**

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or



as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

## **Steroids**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html)

## **Injury/Restriction Policy**

- If a student requires physical restrictions or supportive equipment such as, crutches, supportive braces or ace bandage, a written note from the parent is required indicating the restriction(s) and time frame of restriction.
- The request will be honored for three (3) days. If more than 3 days is required, a doctor's note must be presented to the nurse.
- Once released by the doctor, written authorization to return to normal activity level is required.
- Please present all notes to the nurse. The nurse will inform homeroom teacher and coaches.
- Students in athletics should refer to the athletic policy.

## **Lice Policy**

Head Lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicated that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how

best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at:

<http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## **OTHER HEALTH-RELATED MATTERS**

### **Bacterial Meningitis**

State law requires the district to provide information about bacterial meningitis:

- **What is meningitis?** Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.
- **What are the symptoms?** Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- **How serious is bacterial meningitis?** If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- **How is bacterial meningitis spread?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- **How can bacterial meningitis be prevented?** Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.
- **What should you do if you think you or a friend might have bacterial meningitis?** You should seek prompt medical attention.

- **Where can you get more information?** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

### **School Health Advisory Council**

Bellville ISD's School Health Advisory Council holds meetings during the year. Additional information regarding the district's School Health Advisory Council is available from the school nurse, Ruby Ruiz (865-5907).

## **PARENTAL ENGAGEMENT, RESPONSIBILITY AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board. Every parent is urged to:

- ◆ Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- ◆ Review the information in the Student Handbook (including the Student Code of Conduct) with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact Mr. Mike Coker.
- ◆ Become familiar with all of your child's school activities and with the academic programs offered in the district.
- ◆ Discuss with the counselor or principal any questions, such as concerns about placement, assignments, and other options available to the child.
- ◆ Monitor the child's academic progress and contact teachers as needed.
- ◆ Attend scheduled conferences and request additional conferences as needed. To schedule telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 865-5907 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- ◆ Being aware of the schools ongoing bullying and harassment prevention efforts.
- ◆ Become a school volunteer.
- ◆ Participate in campus parent organizations which include PTO.
- ◆ Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- ◆ Ensuring you child completes all homework assignments and special projects and comes to school each day, prepared, rested and ready to learn.
- ◆ Request the transfer of your child to another classroom if your child has been determined to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is NOT provided for a transfer to another campus.
- ◆ Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if

your child has been a victim of a violent criminal offense while at school or on school grounds or has been the victim of a sexual assault by another student assigned to the same campus. If the victim does not wish to transfer, the district will transfer the assailant in accordance with district policy.

- ◆ Consult with district administration if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is NOT provided in this circumstance.
- ◆ You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- ◆ Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered.
- ◆ Grant or deny any written request from the district to make a video or voice recording that (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- ◆ If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test or may not extend for an entire semester. Further, the child must satisfy grade level requirements as determined by the school and by TEA.
- ◆ Our **fund raising** organization is the O'Bryant PTO, who occasionally is permitted to conduct fund-raising drives for school purposes. For further information, contact the PTO President. (*Fund raising is not permitted on school property except through the PTO.*)
- ◆ Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.
- ◆ Attend Board meetings to learn more about District operations.

## **Complaints By Students/Parents**

Usually student or parent complaints or concerns may be addressed simply--by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first raise the complaint with the teacher and then the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- ◇ Discrimination on the basis of gender.
- ◇ Bullying, harassment, or the creation of “hit lists”.
- ◇ Sexual abuse or sexual harassment of a student.
- ◇ Loss of credit on the basis of attendance.
- ◇ Teacher removal of a student for disciplinary reasons.
- ◇ Expulsion of a student.
- ◇ Identification, evaluation, or educational placement of a student with a disability.
- ◇ Instructional materials.
- ◇ On-campus distribution of non-school materials to students.
- ◇ Complaints against District Peace Officers.

***For additional information, also see the Bellville ISD Student Code of Conduct.***

## **Compact**

O'Bryant Primary is continuously exploring ways to expand options and opportunities for our entire school population to acquire the knowledge and skills contained in the state standards. The way to accomplish the desired goals most effectively was determined to be the Title I School-Wide Program.

### **The key components of this plan are:**

1. Conduct a comprehensive/on-going needs assessment in a timely fashion thus allowing all teachers to work toward assisting each child in achieving his/her academic potential.
2. Develop strategies for all students to succeed academically by providing assistance for students having difficulty. They participate in learning experiences with their peers while being monitored and also in small group activities in a more individualized atmosphere.
3. Continue professional staff development to prepare all teachers toward better supporting their student's academic and personal achievement. Curriculum alignment is in place and always being evaluated.
4. Involve parents in order to build a collaborative partnership between home, community, and school with all concerned being aware of their individual responsibilities toward success. This includes an open line of communication.
5. Develop accountability measures for student mastery by providing high quality curriculum and instruction. Establishing benchmarks for each grade level and the desegregation and dissemination of STAAR scores will provide the information necessary for evaluation.

## **Distribution of School Materials**

School publications distributed directly to students include PTO Newsletter, calendars and memos. Other publications such as various camps, Little League and Scouts can be located on the school web page under the Thursday Folder tab. All school publications are under the supervision of the teacher, sponsor and principal.

## **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a

student or a non-student without the prior approval of the Superintendent. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or non-student will have a reasonable period of time to present his or her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

## **Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to students. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- ◆ Costs for materials for a class project that the student will keep.
- ◆ Personal physical education and athletic equipment and apparel.
- ◆ Voluntary purchases of pictures, publications, yearbooks, etc.
- ◆ Voluntary purchase of student accident insurance.
- ◆ Fees for damaged library books and state-owned equipment.
- ◆ Personal apparel, used in extracurricular activities
- ◆ Replacement costs for lost textbooks

## **Visitors**

Parents and others are welcome to visit O'Bryant Primary School. All visitors must first report to the office, submit their driver's license, and comply with all applicable district policies and procedures. Visitors are expected to wear a "visitor" sticker. Visits to individual classrooms during instructional times shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interfere with the delivery of instruction or disrupts the normal school environment. Even if the visit is approved prior to the visitors arrival, the individual must check in at the main office first.

## **PICTURES / VIDEOS**

Children's pictures will be taken during the day for publication in the Bellville newspaper for news items. Video pictures may be taken for demonstration of lessons or discipline purposes. If parents do not want to have pictures or videos taken of their child, please write a letter stating that you do not want your child's picture to be taken. If we do not have a letter on file stating that you do not want your child's picture taken or your child to be part of a video we will assume you give us permission to film your child or to take their picture.

Pictures will be taken in the fall for the yearbook. If you want to purchase a package, the company will send home order information. Spring class and individual pictures are also taken and will be available. Spring pictures will be prepaid. If you do not send the money on the day of the pictures, a packet will not be made for your child.

## **Videos of Students**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the video routinely and document student misconduct.

Discipline will be in accordance with the Student Code of Conduct.

## **SCHOOL FACILITIES**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and are subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **Asbestos**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Bellville ISD Central Administration Office. If you have any questions, please contact the Superintendent at 979-865-3133.

## **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact JD Higginbotham at 979-865-3133.

## **Safety**

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- ◇ Avoid conduct that is likely to put the student or other students at risk.
- ◇ Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers, and bus drivers.
- ◇ Remain alert to and promptly report safety hazards, such as intruders on campus.
- ◇ Know emergency evacuation routes and signals.
- ◇ Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

## **Pets**

In order to provide a safe environment for our students, the following will be enforced concerning live animals / insects etc. in the building:

- ◆ No pets/insects allowed at school (**not even for show & tell**), except service animals
- ◆ Prior approval must be obtained from Principal concerning any living animal project

- in the classroom
- ◆ Animal projects must be curriculum related and contained in a secure childproof container
- ◆ No children will be permitted to touch/handle anything that can possibly harm them.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for the damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

# **SPECIAL EDUCATION**

## **Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district.



The district is required to give parents the [\*Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities\*](#). Additional information regarding the IDEA is available from the school district in a companion document [\*A Guide to the Admission, Review, and Dismissal Process\*](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project First](http://www.texasprojectfirst.org) at <http://www.texasprojectfirst.org>
- [Partners Resource Network](http://www.partnerstx.org) at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

**Contact Person: Evelyn Sifford                      Phone Number:                      979.865.7021**

### **Asistencia para estudiantes que tienen dificultades de aprendizaje o necesitan servicios de educación especial.**

Si un niño tiene dificultades de aprendizaje, el padre puede comunicarse con la persona mencionada abajo para informarse sobre la remisión a educación general en términos generales o sistema de evaluación para los servicios de apoyo del distrito. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo remisiones para una evaluación de educación especial. Los estudiantes que tienen dificultades en el aula normal deberían tomarse en cuenta para tutoría, compensación y otros servicios de apoyo académicos o del comportamiento que están disponibles para todos los estudiantes, incluyendo un proceso basado en la respuesta a intervención (RtI). La implementación de la respuesta a intervención tiene el potencial de tener un efecto positivo en la habilidad de los distritos de cubrir las necesidades de todos los estudiantes con dificultades.

El padre tiene derecho, en todo momento, a solicitar una evaluación para los servicios de educación especial. En un periodo de tiempo razonable, el distrito debe decidir si dicha evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que provea un consentimiento informado por escrito para realizar la evaluación. El distrito debe completar la evaluación y el informe en 60 días del calendario desde la fecha en que el distrito recibió el consentimiento escrito. El distrito debe darle al padre una copia del informe de la evaluación.

Si el distrito determina que no es necesaria la evaluación, el distrito le proporcionará al padre un aviso previo por escrito que explica por qué no se evaluará al niño. El aviso por escrito incluirá una explicación que les informa a los padres sobre sus derechos, si están en desacuerdo con el distrito. El distrito tiene la obligación de darles a los padres el [\*Aviso Sobre Procedimientos de Protección- Derechos de los Padres de Estudiantes con Discapacidades\*](#). El distrito escolar tiene información adicional sobre IDEA en un documento complementario [\*Guía para el Proceso de Admisión, Revisión y Retiro\*](#).

Los siguientes portales de internet proveen información a aquellas personas interesadas en obtener información y recursos específicos para estudiantes con discapacidades y sus familias:

- [Texas Project First](http://www.texasprojectfirst.org)

- [PartnersResource Network](#)

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

**Persona de contacto: Evelyn Sifford**

**Numero de telefono: 979-865-7021**

### **English Language Learners**

A student who is an English Language Learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English Language Learner.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs. The student will be required to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELAPS) will also be administered to English Language Learners who qualify for services.

If a student is considered an English Language Learner and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted/talented students, bilingual students, migrant students, English language learners, dyslexic students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, programs, and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus counselor.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form.

The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or legal guardian from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

The address of the superintendent's office is 518 S. Matthews; Bellville Texas 77418

The address of the principal is 413 S. Tesch; Bellville Texas 77418

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District.

A student's records can only be viewed if the viewer is:

1. working with the student;
2. considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
3. compiling statistical data; or
4. investigating or evaluating programs
5. reviewing an educational record to fulfill the official's professional responsibility

Such persons would include school officials (such as teachers, counselors, diagnosticians & support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or a lawfully issued subpoena.

Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to any one else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and the parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although the improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of students' records are available upon request unless the District is given a copy of a court order terminating the parental rights. The district's policy regarding student records can be found on the district's Web site at [www.bellvilleisd.org](http://www.bellvilleisd.org). Materials that are not considered educational records – such as a teacher's personal notes about a student that are shared only with a substitute teacher – do not have to be made available to the parents or student.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **STUDENT RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation -- funded in whole or in part by the U.S. Department of Education -- that concerns:

- ◇ Political affiliations
- ◇ Mental and psychological problems embarrassing to the student or family.
- ◇ Sexual behavior and attitudes.
- ◇ Illegal, anti-social, self-incriminating, and demeaning behavior.
- ◇ Critical appraisals of other individuals with whom the student or the

student's family has close family relationships.

◇ Relationship privileged under law, such as those with lawyers, physicians, and ministers.

◇ Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

### **Nondiscrimination**

Bellville ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Contact Principal Karen Sloan, Title IX Coordinator, for concerns regarding discrimination on the basis of gender. Contact the school counselor for concerns regarding discrimination on the basis of disability. For all other concerns regarding discrimination, contact Superintendent Mike Coker (865-3133).

### **Pledges of Allegiance**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

State law requires students in grade 3-12 to recite a portion of the Declaration of Independence during Celebrate Freedom Week (the week of September 17<sup>th</sup>). Parents may submit a written request that their child be excused from this recitation if applicable.

### **Right to Pray**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the delivery of instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **Search and Seizure**

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, District officials may from time to time conduct searches.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Sexual Harassment/Sexual Abuse**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with a teacher, counselor, principal or designee, or Kenneth Stein, who serves as the District Title IX coordinator for students. Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. *See the Student Code of Conduct.*

The District will notify the parents of all students involved in sexual harassment of student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee, or with the Title IX coordinator. The parent or other advisor may accompany the student through the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed in ten days.

The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include

(1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and /or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

## **Harassment**

Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors and discriminations that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

The District will not tolerate harassment. Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools.

## **Retaliation**

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

## **Reporting Procedures**

Any student who believes he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes discrimination, harassment, and retaliation, will be promptly investigated. The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and in some cases corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with Bellville ISD policy.

# **TECHNOLOGY**

## **Computer Resources**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be given a copy of the District's *Acceptable Use Policy*.

Students who abuse the computers or do not follow the *Acceptable Use Policy* as specified in the Bellville ISD Student Code of Conduct Handbook will lose the privilege of using a computer. Abuse and misuse of the computers will result in disciplinary actions as specified in the Bellville ISD Discipline Handbook. The complete District Acceptable Use Policy is located in the Student Code of Conduct Handbook.



If you **do not want** to allow your child access to the Bellville ISD computer network and the Internet, you need to send a note to your campus office. You need to state in the note that you do not want your child to participate in the electronic educational resources that Bellville ISD provides through the Internet.

***Students and parents should be aware that electronic communications--e-mail--using District computers are not private and may be monitored by District staff.***

## **Computer Access**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as the Internet. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers--either their own or another person's; or using the network in a way that would disrupt use by others.

Students who want to use computers in the library must have special computer passes stating their assignments as well as the signature of the teacher making the assignments. This rule

does not apply when a teacher accompanies an entire class to the computer lab to work on a project.

# **TRANSPORTATION**

## **School Bus**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students; its cost is reimbursed by the state of Texas. Bus routes and any subsequent changes are posted at the school. Parents may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop or an approved route. Further information may be obtained by calling the BISSD Transportation Department at (979) 865-3673. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely.

### **When riding school buses, students must:**

- 1. Follow the driver's directions at all times.**
- 2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.**
- 3. Be seated while the bus is moving.**
- 4. Keep books, band instrument cases, feet, and other objects out of the aisle.**
- 5. Do not deface the bus and/or its equipment.**
- 6. Do not put head, hands, arms, or legs out of the window, or hold any object out of the window or throw objects within or out of the bus.**
- 7. Observe all usual classroom rules.**
- 8. Do not smoke, possess or use any form of tobacco.**

- 9. Fasten seat belts (if available on the bus) at all times.**
- 10. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.**

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Students will receive one warning. The second offense will require a parent conference in person or via telephone. The third offense will result in the student being removed from the bus for 1-3 days. On the fourth offense, the student will be removed from the bus for one week or more (up to the remainder of the school year), depending on the offense. Fighting, disrespect to the driver and destruction of property may result in the loss of bus privileges on the first offense. Parents will be notified about these bus write-ups.

Students at bus stops should be monitored by parents if possible. There may be incidents that occur while waiting for the bus, or after departing the bus, over which the school has little control.

### **Car Riders**

If your child will be picked up in the afternoons, we request that you pick them up at the parent pick-up line on Live Oak Street. "Car riders" will be instructed to sit in the hallways until their parents (or other designated person's) car pulls through the line. We can not allow students to take off in every direction once the bell rings. Our students will have five choices at the end of the day:

1. Bus riders will go to the cafeteria and wait for their bus number to be called.
2. Day Care riders will be picked up in vans near the buses on the south side of the school.
3. Walkers will walk out the front of the school.
4. Car riders will go down the hall to the Live Oak Street exit.
5. Car riders who have siblings at O'Bryant Intermediate will be escorted to the Intermediate School Campus for pickup.

For the parents that pick their children up after school, we feel the car line moves very quickly and all children are kept safe if they wait in the hall with teacher supervision. For the safety of students, we ask that all parents drop off and pick up their children at the Live Oak Street entrance to the primary school. All doors will be locked at 8:05 for safety purposes. To enter the building after the doors are locked, one must come to the front entrance of the building on Tesch Street and ring the bell.

**Parking on the one-way street is not permitted.**

### **Child Passenger Safety Seat Law**

#### **TRC § 545.412. CHILD PASSENGER SAFETY SEAT SYSTEMS**

**The Texas Child Occupant Restraint law has recently changed.** All children age 4-8 years of age, unless the child is taller than four feet, nine inches, must be secured in a forward-facing belt-positioning booster while the vehicle is in transit. If the child is not secured during the operation of the vehicle in a child passenger safety seat system, the driver commits a misdemeanor offense

punishable by a fine of not more than \$25 for the first offense and not more than \$250 for a second or subsequent offense. Children under age 12 are safest when properly restrained in the rear seat.

There will be a teacher or Principal on duty to assist your child in the morning at the Primary School. No student will be allowed to cross the bus lanes at the O'Bryant Street entrance of the school to enter or leave the campus. If your child crosses the bus lanes, they will be subject to disciplinary measures.

### **Bicycle Riders/Students Who Walk**

If your child rides a bicycle or walks to school, then please review the basic safety rules with them. We will require students to use crosswalks when entering or leaving campus. In order to keep students out of bus traffic we will require that these students use the Tesch Street entrance. It may be a slight inconvenience but it should provide for greater safety. We also ask that you make plans for your child's transportation before he/she departs for school in the morning. If there is to be a change in the normal routine, please inform us by note. We will not allow students to use school phones to call home asking for permission to change their normal routine.

### **Travel School-Sponsored**

Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event, unless prior arrangements have been made through the principal's office.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent or in some cases 75 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences. Students who accumulated excessive tardy slips will also be reviewed by this committee.

**ESSA** is the Every Student Succeeds Act passed by the Federal Government in December 2015.

**FERPA** refers to the federal **F**amily **E**ducational **R**ights and **P**rivacy **A**ct that grants specific privacy protections to student records.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; and accommodations for state or district-wide tests.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. ISS removes the student from the regular classroom.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional Accommodations will be provided.

## **GLOSSARY (cont.)**

**STAAR** is the **S**tate of **T**exas **A**ssessment of **A**cademic **R**eadiness, the state’s standardized achievement test given to students in certain subjects in grades 3-8.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place a student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion.

**TELPAS** stands for the **T**exas **E**nglish **L**anguage **P**roiciency **A**ssessment **S**ystem, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.



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# ACKNOWLEDGMENT FORM

## O' Bryant Primary Student Handbook

My child and I acknowledge that the O'Bryant Primary Student Handbook and the District Student Code of Conduct for 2017–2018 are online on the school's website at <http://obp.bellvilleisd.org/home> under the School Resources tab. We have read the documents and understand that the handbook contains information that my child and I may need during the school year and acknowledge that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Check if applicable to your family:

We would like to receive a hard copy of the OBP Student Handbook.

\*\*\*\*\*Please complete this form and return it to your child's homeroom teacher.\*\*\*\*\*