

# ***Bobby Behlau Elementary School***

## ***Parent/Student Handbook***

***2021-2022***



***School Mascot: Bulldogs***

***School Colors: Purple, Black and White***

***2355 Camp Light Way***

***San Antonio, TX 78245***

***Phone: 210/398-1000***

***[www.nisd.net/behlau](http://www.nisd.net/behlau)***

***Fax: 210/678-2107***

***Follow us on Twitter @NISDBehlauES and Facebook at Behlau Elementary***

***Rachel Delgado, Principal***

***Sherry Dillard, Associate Principal***

***Northside Independent School District***



## **Dear Parents,**

Welcome to Behlau Elementary School. This handbook is provided to give you lots of valuable information about your child's school. Please take the time to read the information. The following guidelines will be expected to be followed along with the district handbook.

As the 2021-2022 school year begins, please know that every member of the school staff is dedicated to making this a happy and productive year for your child. With your support and interest in your child's education, we will work together to ensure a successful year.

Sincerely,

Rachel Delgado

Principal

## ***Rules and Expectations:***

***School Doors Open: 7:00 a.m. (We will not have supervision before that time)***

*Students will sit in the gym until 7:15 am unless they eat breakfast which begins at 7:00 am.*

*Breakfast: 7:00 a.m.-7:35 a.m.*

*Students report to the classrooms at 7:40 a.m.*

***School Starts: 7:45 a.m.***

***Tardy: If not in class by 7:45 a.m.***

***School day hours: 7:45 a.m. -3:10 p.m.***

### **Dismissal:**

***All classes are dismissed at 3:00 p.m. All students should be picked up by 3:20 p.m. each day. A warning letter will be handed out to the parent at the time of pick-up if late. After the third warning letter a conference will be set up with the principal. If you need to change your child's routine at all, please send a note to your child's***

teacher otherwise we will follow the normal routine for your child. Change of transportation at the end of the school day must be done **before 2:30** to ensure the student goes home the right way.

### **Arrivals:**

We kindly request that parents help instill an "independent start" in their child. Please encourage your child to independently walk to the designated hallways to find their class. Please build in this level of independence starting with the first day of school. Staff members are stationed throughout the building at 7:15 each morning to assist. We will have extra staff available the first few days of school to help with independent starts. When students begin the day independently, it helps us to begin the day smoothly. There are no parent conferences in the morning unless scheduled with the teacher. Teachers use their time in the morning to get ready for the day.

\*Parents may drop students off at their classroom and are then asked to leave to allow for distancing and crowd control in the hallways.

\*After the second week of school, parents may walk their child into the building to a designated area and then let their child walk to their classroom on their own.

### **Security Lobby:**

We are excited to have a security lobby to help keep our students and staff safe. Morning drop off procedures will remain the same. Parents must check in at the front office and pick up their badge, they will then be allowed to walk their child to the cafeteria or to the classroom. Parents are not allowed to stay and wait for the school day to begin. At 7:45 am, doors will be locked and all visitors will be required to check in before being allowed to enter the school for any reason. Please be sure to bring a valid ID when visiting the school.

### **Medical Release and Emergency Information:**

It is very important that we always have a number where we can reach you in case of an emergency. Please keep the office updated with any change of cellular numbers or telephone numbers at home or work. If you do not have a phone at home, we need the name of someone who can contact you. It is very important that we have current emergency information on every student. Please notify the school in person when you have a change of address or telephone number (at home or business) and if there is a change in the name of the person to be contacted if you are not available.

### **Appointments:**

Children who need to leave school for appointments will be called to the office upon your arrival. Parents will need to show proper identification anytime they wish to sign their child out of school. For the welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents and other adults listed on the current medical emergency card. It is the parent's responsibility to update the medical emergency card information as changes occur. Changes to the emergency card will only be done by the parent in person, not over the phone.

### **Attendance:**

Regular attendance is expected by all Behlau students. Students must be present for at least 90 percent of the day to receive credit for their classes. We must keep accurate data on all absences; therefore, you must send a written explanation of each absence to your child's teacher. This note must include the date of the absence(s) and the specific reason for the absence(s). **You will have five days to submit this note or the absence will be considered unexcused.** \*If your child has a medical appointment during school hours, bring a note from the

doctor's office. Notes must be received the same day as the appointment in order to count your child present for the day. (See the **Northside Student/Parent Handbook** for details about Religious Holy Days.) We will only accept four parent notes per semester.

**Excused Absences include:**

\*death in immediate family- 1 day travel to, 2 days funeral, 1 day travel return

\*Military deployment- 60 days or more

\* student illness

\*quarantine when ordered by school or doctor

\*weather or road conditions making travel dangerous

\*religious holidays

**Unexcused Absences include:**

\*family vacations

\*car trouble

\*unapproved educational travel

\*oversleeping

\*parental neglect

**Warning Notices**

\*A warning notice will be issued when a student receives 3 unexcused absences within a four week period

\*4 parent notes will be allowed per semester

\*Once a warning notice is issued, parent notes will no longer be accepted. All notes will have to be doctor's notes to excuse an absence

\*It is the parents responsibility to monitor student's attendance

\*Excessive tardies can lead to an attendance warning notice

\*Excessive absences after a warning notice is issued can lead to a court referral

**Parent-Teacher Conferences:**

Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. A parent or teacher may request conferences at any time during the school year, however, these conferences must be pre-scheduled. The teacher cannot be expected to stop instruction to their class when a parent happens to come by unexpectedly. Conferences must be face-to-face when discipline or behavior problems are persistent or of a serious nature.

## **Parents as Visitors in the Classroom: NO ID-No Entry**

As noted in the Parent Handbook, parents are encouraged to visit their child's school at any time. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment. Parents check in as a visitor in the office before going to their child's classroom. Any parent not wearing a visitor badge will be escorted to the office to get one. You must have a valid picture ID at all times to be on campus as a visitor or to pick up your child early. Your Driver's license will be checked every time. Our Raptor system requires you to swipe your Driver's license ID every time. Military ID's are not able to be scanned by our system. Please bring a valid driver's license.

## **Parent Notification of Custody Documentation**

By law if parents are legally separated or divorced each parent has equal rights to the custody of the child UNLESS a parent has a court order indicating which parent has custody of the child. Sometimes the court order will also state certain conditions regarding the child that the school should be aware of. The school **MUST HAVE A COPY OF THE COURT ORDER** on file, otherwise either parent may have access to educational information and/or check the child out of school with proper identification.

## **P.T.A.:**

Please join our PTA. The dues are only \$8.50 plus \$1.50 fee. Joining does not commit you to volunteer or give a time commitment. However, if you wish to volunteer we welcome your time and services. We have a very friendly and active PTA, and you are invited and encouraged to participate in many ways. An informative packet will be sent home to you. Please refer to this packet for more information about ways to be involved in this outstanding partnership. You can join by going to [JoinPTA.org](http://JoinPTA.org) and choose Northside ISD and Bobbye Behlau Elementary.

## **Volunteers:**

We always welcome all volunteers to Behlau Elementary whether for parties, PALs, field trips, etc. If you think you may volunteer at any time during the year, please go to <https://www.nisd.net/community/volunteer-mentor> and click on Background Check Form. You will find an online background check form to complete. This must be completed 72 hours in advance of attending any field trips with your child. This must be completed every school year.

## **Field Trips:**

All students must have a permission slip to attend all field trips. Field trips will be removed if students do not show appropriate behavior at school. Students can not be signed out from the field trip. All students must return to school. Due to limited spaces on buses, parents may not be allowed to ride the bus with the students.

## **Food at School:**

Elementary schools are now required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child, but may not send food or purchase food for other students. Students are also prohibited from selling food fundraising items to students during the school day or extended school day. Students are allowed to bring store bought cupcakes, cookies, or donuts on their birthday for celebration at the end of the day. Students are not allowed to receive balloon bouquets or flowers.

### Medications:

1. Medications should be brought to the clinic by an adult in a properly labeled prescription container. Under no circumstances are medications permitted to be sent back home with children. This policy has been developed with the safety of children in mind.
2. Long-term medications (those with longer than a two-week duration) will be given with the parent's permission and a physician's order. Long-term forms are available in the clinic.
3. Short-term medications (those with a two-week duration or less) will be given with the parent's written permission.

### Food Allergies:

Any student who suffers from food allergies should contact the school nurse (398-1009), the classroom teacher, and the cafeteria manager (398-1035). The school nurse will consult with the district health services on an individual basis as to the best procedure for that student to follow and a food allergy plan will be put in place.

### Asthma:

If your child is diagnosed with asthma, s/he must have an asthma action plan documented at school. Please contact the nurse, and the associate principal, Ms. Dillard, will be in contact with you about a 504 plan to document the asthma action plan.

### Spirit Day:

Every Friday is **Spirit Day** at Behlau. Children are encouraged to wear their school shirts. T-shirts will be available throughout the year. Current year shirts cost \$10 (\$3 more for XXL and up), previous year shirts are \$5.

### College/University Shirt Day:

Behlau Bulldogs aspire to be college graduates! Therefore, we will wear college or university shirts every Monday.

### Classroom Parties:

Elementary schools may have two parties each year. This year we will have our parties on Winter Break (Dec 17) and April 14. Party refreshments are permitted on these occasions. The last day of school is not a party day.

### Birthdays:

**Non-food items** are recommended for birthday celebrations. If you choose to send treats for the entire class, it should be items such as pencils, stickers, etc... **No balloons or flowers may be delivered to students.** If you wish to drop off treats you may but they will not be given until the **last ten minutes** of class and must be store bought. Students are allowed to bring **store bought** cupcakes, cookies, or donuts on their birthday for celebration at the end of the day. The office staff will deliver the treats at the end of the day. **If an item is brought to school that needs to be cut and is not done beforehand, we will not hand out. No cakes are allowed. Parents are not allowed to go to the classroom for birthdays as this disrupts the learning environment.**

### **Invitations:**

*Teachers or students may not pass out invitations to select children. Either the whole class must receive one or all the boys or all the girls must receive one. This is done for good reason. It is never pleasant to be the one who is uninvited.*

### **General Student Grooming Guidelines:**

*All clothing must be modest and reflect the importance of education.*

- 1. Shorts may be worn to school. In grades 3-5, they should be no more than four inches above the top of the kneecap. This also applies to skirts and dresses. There should not be a cut or slit in the clothing that extends beyond the four-inch limit.*
- 2. Clothes may not be significantly oversized.*
- 3. Tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.*
- 4. All pants are to be worn at the waist. Tight fitting pants, (e.g., tights, spandex, bicycle pants) should be worn with a shirt/top that covers the student appropriately.*
- 5. Cut-offs and intentionally frayed pants are also prohibited.*
- 6. Indecent /inappropriate patches, writings, or drawings on clothing are prohibited.*
- 7. Headwear must not be worn in the building.*
- 8. Hair must be neat and clean. Unconventional colored, multi-colored, spiked, or Mohawk hair-styles are not permitted. Head designs are not permitted.*

*\*Parents will receive a phone call to pick up their child if they have inappropriate hair-styles or bring a change of clothes if they have inappropriate clothing.*

*Please keep in mind that students have recess everyday and go to PE every other day. Rubber soled shoes or tennis shoes are the safest shoes for your student to wear. If students are wearing a skirt or dress on PE days they may wish to wear shorts under their skirt. Please make sure that all tops/shirts extend past the top of your students pants, shorts, or skirt when they lift their arms. Exposed midriffs in PE are not appropriate.*

### **Arrival:**

- 1. All walkers, bike/scooter riders, parent drop offs will enter through the front doors of the school. There will be no temperature checks or Health Screener checks.*
- 2. Bus riders will enter through the cafeteria doors located in the bus loop.*
- 3. Breakfast is served from 7:00-7:35 am daily in the cafeteria.*
- 4. Students that arrive before 7:15 am will sit in the gym until 7:15 am when the bell rings, and then they can walk to their classroom hallway.*

### **Dismissal:**

1. *Students will be dismissed as walkers/bike riders, parent pick up, bus, and daycare bus only.*
2. *There will be two rows of 6 cars lined up for parent pick up. All students will be loaded in vehicles by staff and student patrols.*
3. *Each vehicle will have a sign located in their vehicle with student name and teacher name/grade.*
4. *Students will sit in their designated areas of the school and will be called by walkie talkie when their vehicle arrives. A staff member will walk each student out to the car pick up area.*
5. *We will not allow parent walk-ups for pick up.*
6. *Our parking lots will be coned off to prohibit cars from parking and parents walking up to pick up their child.*
7. **Please remember to turn off cell phones during drive-thru. Our kids deserve your undivided attention. We will have our campus officer and Bexar County Police enforcing this for us.**

### **School Bus Service:**

*School bus service is made available to students. For bus questions ask in our office or call Transportation at 398-1550.*

### **Bike Riders/Scooters and RollerBlades:**

*Bikes must be parked at the bike rack located in front of the school. Students should park them, lock them in the racks and immediately go to their designated areas. Bike riders must walk their bikes while on the school grounds.*

*Students may ride scooters to school but they must walk them on the school grounds. Scooters must be secured and locked just like a bicycle.*

*Roller Blades are not allowed at school.*

*Students should not ride their scooter/bike until they reach Camp Light Way Rd. Students will walk their bike/scooter from the front of the school to the street.*

### **Learning Tree:**

*After school child care is available in the school cafeteria through the Learning Tree Program. Learning Tree is a District sponsored organization. They provide childcare from 3:00 p.m. to 6:30 p.m. and there is a charge for their service. The program at Behlau has a direct phone number during its hours of operation, 398-1049.*

### **Pets:**

*Animals may not be brought on the school grounds.*

### **Toys/Gadgets/Dangerous Weapons:**

*Toys/pop-its may not be brought to school unless the teacher sends home a note. (For example: Show 'n Tell, Special Event, etc.) No one may bring a weapon or items associated with weapons for any reason. Prohibited items include fireworks, toy guns, water guns, pocket knives, toy knives, Boy Scout knives, etc. Students who bring make-believe or real weapons will be automatically suspended from school for a minimum of three days. Please seriously review all of the above with your child.*



### **Electronic Equipment:**

*Electronic equipment such as CD players, iPods, etc. are not allowed at school. Cell phones are allowed, but must be turned off and kept in backpacks. If a cell phone is confiscated it must be picked up by a parent. If teachers plan to use electronic devices as an instructional tool in the classroom, there will be a consent form sent home for your approval. We have plenty of devices at school for our students.*

### **Permission for Photos of Your Child:**

*At times during the school year, the NISD Communications Department and other local media visit the school and want to take pictures or video of the students for use in publications or news stories.*

***If you do not want your child's photo taken, please check the "no" box on the FERPA form.***

### **Internet Access:**

*Behlau has internet access in the computer labs and classrooms. Students work on specific assignments and are supervised by their teacher and/or the computer teachers at all times. Northside ISD uses a filter, so students may not access inappropriate sites. A consent form will be sent home with your child. Students will be held accountable to follow NISD Acceptable Use Policy. If student's are utilizing the internet inappropriately disciplinary action will be taken.*

### **Web Publishing:**

*All of Northside Independent School District's campuses are able to use the Internet's rich resources, and also publish information on the Internet. As part of many technology applications employed across the curriculum, the school may wish to publish a variety of teacher and student products on the Internet. The types of products may include, but are not limited to: creative writing, artwork, slide and audio/visual presentations produced by students and their teachers. We will not publish grades or student test scores, student's last names, home addresses, phone numbers, or materials protected by federal regulations. If we choose to use a digital image of your child, it will only be if your child is in a group of people. The images will not be identified by name, only by a generic label.*

### **Student-Parent Handbook:**

*Please take time to read the District and School Handbook and discuss it with your child. **Please fill out the google form below indicating your acknowledgement by Friday, August 27, 2021.** We are required to keep this information on file for the school year.*

**Thank you for your support and dedication to Bobbye Behlau Elementary!**

[Parent-Student Handbook Acknowledgement](#)

