Two cartoon owls wearing green and yellow shirts

Description automatically generated

**FAMILY HANDBOOK**

**2024-2025**

**OSBORNE ELEMENTARY SCHOOL**

**800 Ringold Street, Houston, TX, 77088**

**Phone: (281) 405-2525 Fax: (281) 405-2529**

This handbook is designed to familiarize parents and students with Osborne Elementary School's policies, procedures, programs, and staff. Take the time to read the manual and discuss it at home. If you have questions that are not answered in this brochure, please feel free to call the school office at 281-405-2525 for more information.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, disability or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

# J. G. OSBORNE ELEMENTARY SCHOOL

# From A to Z

ATTENDANCE POLICY 4 4

17TH BIRTHDAY CELEBRATIONS

BREAKFAST 17

BUSES 12

RIDESHARE 13

CELL PHONES 18

Campus Values 4

**CLASSROOM OBSERVATION........................................... 11**

LECTURES 11

DISCIPLINE 16

DISMISSAL 13

DRESS CODE POLICY 6

EMERGENCY PROCEDURES 15

EXCURSIONS 9

FOODS OF MINIMUM NUTRITIONAL VALUE (FMNV) 18

GRADes 8

TASK 8

4 HOURS

LEAVING SCHOOL EARLY 5

LOST & FOUND 19

LUNCH 17

MEDICAL INFORMATION 17

PARKING 14

Parental involvement 10 pesticides 19

PHYSICAL EDUCATION 10

PROGRESS REPORTS 8

REPORT CARDS 8

SAFETY 19 Guidelines for Student Groups 9

TARDANZAS 6 WALKERS 14

Weather emergencies 15

**SCHOOL CALENDAR ................................... 20**

# CAMPUS VALUES

Our priorities at Osborne Elementary School are to provide a high-quality education to your child in a safe and supportive environment. These priorities will be reflected throughout our policies and procedures in this handbook.

A strong character, for both students and staff, is essential to support these priorities. To outline our vision for campus behavior and character, Osborne has implemented the Character Counts framework of values essential to good character and ethical conduct. These values are known as **The Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**. Each of the six-character traits is used to connect Osborne staff and students through a shared language that fosters a positive learning environment. In addition, **The Six Pillars of Character** instill and strengthen academic, social/emotional, and moral values that promote students to develop healthy and meaningful relationships and inspire them to reach their full intellectual potential.

# ATTENDANCE POLICY

Osborne's teachers and staff are focused on your child's education. To achieve the goals we share with you for your child, we need your support to have your child here *every day*. Every minute of instructional time students lose is a missed opportunity to learn. Students with excessive absences will be automatically referred to the principal or the school's Attendance Committee to determine if summer school is required, or if the student should be referred to truancy.

School hours are 8:00 a.m. to 3:00 p.m. (PreK-1st), 8:00 a.m. to 4:00 p.m. (2nd-5th) daily. It is absolutely vital that students get to school on time. Our teachers roll up their sleeves at the beginning of the day, and when students are late, they miss out on essential learning. Being late to school can ruin a student's entire day and miss out on morning activities that help them feel part of the Osborne family.

**DAILY SCHEDULE**

7:45 A.M. First bell

3:00 P.M. Output (PreK-1st Grade)

4:00 P.M. Dismissal (2nd to 5th degree)

**According to state law, if a student is absent from school without an excuse for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the parent or legal guardian is subject to prosecution by the Justice of the Peace Courts or the Harris County Municipal Courts**. Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's tenth unexcused absence within a six-month period during the same school year.

Attendance is verified daily at 9:30 a.m. Students who arrive after 9:30 a.m. will be counted as absent. Students who become ill at school and are sent home will be counted absent if they leave before 9:30 a.m. If, after the child is sent home, the child is taken to the doctor and brings an excuse from the doctor the next day, the absence will change to a "medical excuse" and the student will be counted as present. Students with medical appointments are not counted as absent if they return to school with a doctor's statement.

**EXCUSE NOTES**

Please send a note **each** time a child returns to school after an absence, with this information:

1. Date
2. Name and surname of the child
3. Date of absence(s)
4. Reason for absence
5. Parent/guardian signature
6. Current phone number

According to Board Policy, student absences are considered "excused absences" for the following reasons:

1. Personal illness
2. Illness or death in the family
3. Quar
4. Weather or road conditions that make travel dangerous (not just rainy or cold)
5. Participation in school activities with permission of the principal
6. Emergencies or unusual circumstances recognized by the principal

Students must bring a written excuse **within three school days** of absence. **All notes must be delivered directly to the office**.

Please support your child by making sure that absences and tardies are unavoidable and are followed by a written excuse when they return to school.

**LEAVING BEFORE THE END OF THE SCHOOL DAY**

Students who need to leave school for an appointment must be picked up through the office. Students will not be allowed to date adults who have not been authorized by legal guardians in writing.

**We encourage parents to schedule all after-school appointments; If that is not possible, parents must pick up students by 2:00 p.m. Students do not** **will be released to parents after 2:00 P.M. This plan is in place for the safety of all students: teachers and staff have all hands on deck preparing for dismissal, and teachers are not in a position to alter a student's plan to get home. A parent conference will be scheduled for any student who is picked up early** **repeatedly.**

# TARDIES

School starts at 8:00 a.m. Every day. We have a full schedule, and it's important that students get to school on time to make the most of their day. Your child loses essential learning with each tardiness.

**Falling asleep, problems with the alarm clock, or transportation problems are considered unexcused tardiness . Backup plans and plans should be made to ensure students are on time every day.**

**Remember, students who arrive late after 8:05 a.m. It must be signed in the office by a parent or legal guardian.** Repeated tardiness may result in loss of privileges, detention, parent conference, or a truancy notice.

# DRESS CODE POLICY

At Osborne Elementary School, we are preparing your children for middle school, high school, college, and beyond. Part of fostering a culture of achievement is dressing like one: proudly wearing a uniform that identifies students as Osborne's Owls. In order to provide the best possible learning environment, students will adhere to Osborne's official uniform policy.

**UNIFORM**

1. **Shirts**: Polo shirt with hunter's green, gray, black or yellow collar: shirts must be tucked inside at all times. **All undershirts must be white.**
2. **Pants**: Khaki, black, navy blue for boys; khaki, black or navy pants, skirts, sweaters or skirts for girls. Shorts should reach the knee.
3. **Belts**: Black or brown belts are allowed.
4. **Shoes**: Closed-toe shoes only **:** Shoes with heels will NOT be allowed.

**A child wearing a yellow shirt

Description automatically generatedA child in a black shirt

Description automatically generated A child in a green polo shirt

Description automatically generated** **A child wearing a grey polo shirt and blue pants

Description automatically generated**

**BACKPACKS**

Each student must bring a backpack to school. Wheeled bags, rope bags, or messenger bags are not permitted. Students are discouraged from bringing valuables as they will not have their backpacks with them at all times. Valuable possessions or cash can be lost easily at school. Students are also discouraged from bringing purses, as there is no need for makeup, perfume, or many of the items normally carried in purses.

**JACKETS**

Students may wear zip-up jackets or sweaters. Inappropriate images and text are not allowed.

**ADDITIONAL UNIFORM GUIDELINES**

1. Students can use clocks to keep track of time.
2. Caps, hats, and bandanas are not allowed inside the building.
3. Below are examples of items that students should NOT bring to school. They don't have time for themselves, they'll be learning!
   1. Cosmetics: makeup, nail polish, or other beauty products
   2. Perfume, cologne or body spray
   3. Bags
   4. Leggings (unless they are used below skirts or skirts)
   5. Sagging pants (students must wear belts)
   6. Clothing that is too loose or too tight
   7. Athletic shorts, sweatpants, or jeans, unless a note is sent home stating otherwise
   8. Any item of clothing that is inappropriate, offensive, or contrary to school values
   9. Any aerosol items, such as aerosol deodorant or Axe

If you have questions or are having difficulty finding the appropriate items for your child, please feel free to call the school office for more information.

**The school has the discretion to determine what is and is not appropriate school clothing and will contact parents and guardians when problems arise.**

# ACADEMIC

**GRADES/REPORT CARDS**

Students will receive report cards at the end of each grading period, on the following dates:

September 27, 2024

November 11, 2024

January 13, 2025

February 28, 2025

April 25, 2025

June 4, 2025

In addition, students will receive progress reports halfway through each qualification informing parents about progress so far.

**Ask your child for the report card and call us if they say they didn't receive it!**

Academic grades will reflect classwork, projects, and tests completed during that period.

All PRE-K-5th grade teachers record student grades in the online gradebook system called PowerTeacherPro. **Parents have access to their child's grades by enrolling in the parent section of the HISD portal in www.houstonisd.org. In addition, all teachers use the classroom Dojo to communicate with parents. Please ask your teacher how to sign up!**

**HOMEWORK**

Students may be assigned long-term activities, such as readings or outdoor projects. These tasks help students learn how to budget their time and take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time and space each day to complete assigned tasks, if given. Help your child organize their materials so they can come to school each day with all the things they need (including homework) for a successful day and check their backpack for messages or work the teacher may have sent.

**EXCURSIONS**

Field lessons are scheduled throughout the school year to support classroom activities. Some field trips are sponsored by HISD, while others are planned by teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be permitted to go on a trip without written permission on the applicable Field Trip Form. An Emergency Medical Treatment form must be on file with the nurse for any student with medical needs.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who choose not to participate will receive in-school instruction.

Students must have a passing average (70%) in all major subjects and have exceptional conduct to be eligible to participate in extracurricular activities.

The HISD Student Code of Conduct still applies to field trips, as field trips are still part of the instructional day. A high level of conduct is expected from the students who participate in the field trip activities. If students misbehave on field trips, consequences will be assigned per District policy. Exclusion from an excursion may be used as a consequence of specific acts of misconduct, and parents will be notified of this decision. Decisions made regarding the exclusion of excursions will be made by the administration.

**GUIDELINES FOR STUDENT GROUPS**

At Osborne, we want our students to not only develop as academics, but also as leaders. Students can develop their leadership skills through our student organizations. Because we consider these roles to be distinct, students are required to apply for and maintain a high level of academics and behavior.

Students must meet all of these standards to apply to student groups:

1. **Grades:** 80 or higher in all subjects listed for the report card for a 6-week grading period
2. **Conduct**: "E" as stated on the report card for a 6-week grading period
3. **Attendance**: Good Attendance: Students must comply with the district and school attendance policy.

Students who meet the selection criteria may ask the school counselor for information about the application process.

**PHYSICAL EDUCATION**

State law requires all elementary students to receive at least 135 minutes of physical education activity per week. At Osborne, students meet this expectation by  **actively participating** in physical education classes during ancillary activities and at recess. All Osborne students will participate in Physical Education unless they have documented medical restrictions.

# PARENT INVOLVEMENT

**VOLUNTEERING**

The Osborne Owl team challenges all parents to dedicate **one hour a month** to building a safe and supportive school climate. Your children love to see you at school, and the presence of caring adults benefits all students in the building. It takes a big family to do the challenging work we do. Here are just a few of the ways parents can get involved:

**Rideshare Team**: Arrive at school at 7:00 a.m. to greet students when they arrive at the rideshare line and help them start their day with a smile.

**Literacy Leaders:** Make an appointment to come to school at any time to read a book with your own child or another child who would benefit from extra attention or reading time.

If you have another great idea, just ask!

The Parent Teacher Organization (PTO) is the lead parent organization that drives parent fundraising and events, and invites you to become an active member through participation in PTO activities, parents help Provide additional teaching aids and materials for our school. There is also great value and satisfaction in friendships that are fostered through participation in school endeavors. PTO meetings will be announced and posted on the school calendar.

**All volunteers in any capacity must be approved through Volunteers in Public Schools (VIPS).** All visitors to the building must register and wear a badge each time they visit Osborne Elementary School, including district employees. Volunteers must also record hours of service in the office. A photo ID is required each time you visit the school.

**CONFERENCES**

Parent-teacher conferences are a valuable tool to help children achieve academic success and stay motivated in school. Make sure to take advantage of this tool! Because it's so important, follow these guidelines to make sure you have the best possible conference with your child's teacher.

To arrange a conference:

1. Make an appointment: Call the office at (281) 405-2525, write a note to the teacher, or email them to make an appointment (teacher emails can be found on our website and teachers will respond within 24 hours).
2. Plan to come to school. Teachers can share work samples, clarify assignments, or explain assignments in person in more depth than they can over the phone.
3. Stay "tuned" with your child so they know when to request a conference.
4. Review all tests, progress reports, and teacher communications that point out problem areas, including messages from the class dojo.
5. Please don't drop for a minute at the beginning, middle, or end of the day. These are crucial moments when the teacher and students need each other's full attention.
6. Teachers will not be called out of class for a conference. Instructional time belongs to the students, but teachers may meet during planning time.
7. Please do not contact teachers for personal or social reasons: the teacher is focused on your child's academic progress.

**OBSERVATIONS IN THE CLASSROOM**

Osborne's parents are always welcome at the school. If a parent or legal guardian wishes to observe in a classroom, please stop by the office to obtain **advance approval** from the principal or administrator. In addition, parents must have completed and been approved through Volunteers in Public Schools (VIPS), which parents can complete in the main office or on the HISD website. Parents who are not approved by VIPS may be escorted by an administrator to observe a student. Parents are not allowed to walk around campus and visit other teachers' classrooms. After classroom observation is over, parents should walk to the main office and sign in with the receptionist.

One parent/guardian is allowed to observe one class at a time to limit the distraction to the educational process. Parents or guardians may not record video or audio of the class observation session. During observation, you can't talk to the teacher, your child, or any other child. This distracts the teacher and interrupts instructional time. Observations should not last more than **20 minutes** and will not be allowed on evaluation days.

**EXCURSION COMPANIONS**

Parents must complete a Volunteer in Public School (VIPS) application and be approved before accompanying a field trip. The form can be picked up at the office or completed online on the HISD website. Please note that the VIPS application process can take up to three weeks after completing the form and documentation, they must be returned to the office.

If a parent is invited to accompany a field trip, the parent may not bring any siblings who are not of school age or school age. Supervision is essential and the chaperone should only be concerned with observing the students on the excursion. Accompanying parents must ride the school bus with students.

# TRANSPORTE DE ESTUDIANTES

Osborne students use a variety of transportation methods to get to and from school, and it's essential that you put a coherent plan in place for your child. Establish a routine that your child understands and can follow. If you must alter the pattern because of an appointment or other plans, make sure your child knows about the changes before you leave home in the morning and send a note to the main office. Our teachers will be aware of how your child usually comes home in the afternoon and are advised not to release the child without prior written approval.

Any changes to the usual routine should be discussed with your child and **submitted in writing to the school on the morning of the change. The school should be notified even if the person picking up your child is on the emergency contact list. Phone calls regarding your child's safety will not be accepted. Please do not send the message through older siblings.**

**BUS**

**The Houston Independent School District currently provides buses for students who live more than two miles from the school to which they are assigned.** Students must live in the eligible area in order to ride the bus. Each bus passenger must take the bus and be delivered to the bus stop closest to their home. To ensure the safety of their children, students cannot ride another bus route without a pre-approved route change.

It is important that we work closely with our children to teach them the importance of good bus behavior. The rules and procedures are reproduced here for reference. Please read them and discuss them with your child.

**BUS RULES AND PROCEDURES**

**Bus passengers must** be at their assigned stop five minutes before the scheduled time for the bus to arrive. (Parents/guardians must supervise students until they have loaded the bus. For safety reasons, no child should be left unsupervised at a bus stop.)

1. Students must respect the property of others.
2. Students must board and exit the bus in a calm and orderly manner (no pushing, shouting, or other interruptions).
3. Students must remain seated until the bus driver dismisses them.
4. If a bus arrives late in the afternoon, students will remain in the dismissal area where supervision is provided until the bus arrives.
5. Students must treat drivers with respect and courtesy.
6. No fighting, rough play, throwing objects, or obscene language will be allowed on buses, at bus stops, or walking to and from the bus stop.
7. Students **must** remain seated when the bus is moving.
8. Students should not shout out of windows or throw objects.

When a violation of these rules is reported, school administrators will issue a consequence in accordance with HISD Board of Trustees Policy and the Student Code of Conduct. **Misbehavior on the bus or at the bus stop can result in bus suspension. Repeated misbehavior can result in exclusion from riding the bus.** Parents will be responsible for transporting their children to school and home in the event they are suspended or excluded from riding the bus.

Each bus passenger must be responsible for their own behavior at the bus stop, on the bus lines, on the bus, and traveling to and from the bus stop. Bad behavior and uproar jeopardize the safety of all passengers and cannot be tolerated.

Parents are encouraged to familiarize themselves with the HISD Board of Directors' Policies and Consequences governing bus transportation expectations.

Please note that all provisions of the HISD Student Code of Conduct apply to students when they are transported by HISD transportation services. Violations of the HISD Code of Student Conduct while riding an HISD school bus will be referred to the appropriate school administrator for disciplinary action.

**BUS ELIGIBILITY**

Parents and guardians can obtain a list of bus routes and locations at our main office and determine the most appropriate bus for their children. All eligible routes and zones are established by HISD's Routes and Programming Department. Drivers should travel the route and pick them up at locations determined by Routing and Scheduling, do not ask drivers to make changes to the route. HISD's contact number is 713-556-9400.

Eligible students must ride the bus route that is closest to their residencia, and they must travel on the same route in the morning and afternoon.

**CARPOOL**

Osborne has an exit system that puts student safety first!

Students are dismissed directly to board their cars when the cars are in the carpool lane. Parents/guardians should not park in the teachers' parking lot and wait for their children to cross the car lane, this is extremely dangerous. Drivers are unable to move the cones that are placed to direct traffic, as this creates additional traffic and slows down the process. Follow the signs that are posted and be courteous to the staff and other drivers – we are all part of the Osborne family.

For the safety of all children and adults upon departure, please follow the guidelines below:

1. Always stay in your car when using the rideshare lane.
2. Don't ask your child to cross in the middle of the street. Students must be picked up in the carpool lane.
3. Use your car's colored sign by placing the colored sign on the front passenger side window.
4. Do not park your car to wait for your child in the school building. All students must be picked up by car in the carpool lane.

Make sure your child knows how to get home every day. Any changes to the usual routine should be discussed with your child and **presented to the school in writing on the morning of the change. It is essential for us that we have your written consent for any changes to transportation.**

**WALKERS**

Students walking to and from school must obey the following rules:

1. Cross streets only at corners where crossing guards are located.
2. Follow the route planned by the parents.
3. Meet with friends or siblings outside the building, not in the classroom.
4. Go straight to your own home.
5. Have a rainy-day plan (parents should let teachers and office staff know about the rainy-day plan and keep emergency numbers up to date).

**METRO CONNECTOR**

Our community offers low-cost transportation through Metro Curb to Curb bus services. This service is based on the availability of space en route. Parents/guardians should contact Metro for more information or to make reservations at 713-695-4570.

**PARKING**

Do not park your car and leave it unattended in this area. Cars can line up in this zone at departure time, as long as the driver remains in the car. Faculty and staff parking is reserved for faculty and staff only. The personal de la Escuela Primaria Elmore. Please do not park in this area during the exit to wait for your child.

Follow all traffic laws when driving in Elmore's parking and drop-off areas. Don't speed or drive recklessly, and don't raise your voice or become aggressive with other drivers who may frustrate you. Smoking is not allowed in cars in HISD schools. Do not leave children unattended in cars for any length of time.

# EMERGENCY PROCEDURES

It is imperative that all information on each child's enrollment card is complete and kept up to date. If phone numbers (home, work, emergency, or medical) change, notify the school office immediately. In an emergency, we must be able to reach a parent/guardian.

Make sure you have a plan to pick up your child during the day in case they get sick at school.

**Students should not be picked up from school early, except in emergency situations or for appointments that cannot be scheduled at other times**. **Every minute of learning counts.**

Students will not be called out of class to talk on the phone. In cases of emergency, messages will be relayed to students. This will not be done for messages that are not essential information. Your child's instructional time is too important.

Photo IDs will be verified each time a student is picked up. People who are not on the registration form will not be able to pick up a child, for any reason. Thank you for understanding that we will verify the ID even if we know you.

**WEATHER EMERGENCIES**

Make a plan for rainy or "bad" days. Make sure your child is familiar with your plan and able to follow it.

If school needs to be closed during the day due to weather conditions, this information will be broadcast by all local news stations. Please do not telephone the school, the Police Department or local stations. This ties the necessary lines of communication. Whenever possible, the decision will be made by 6:30 a.m.

In case it is necessary to leave school during the school day. In these cases, a call will be made to the entire school to inform parents; For this reason, it is very important for parents to provide updated phone numbers whenever they change. Have a plan for your child to follow in case school is canceled due to an emergency. HISD buses will operate in these cases, and information will be broadcast on all local radio and television stations. Please do not plan to call the school with last-minute instructions. If school is closed during the day, parents should come as quickly as possible to pick up their children.

# MEDICAL INFORMATION

For the safety and security of all students, medications (whether prescription or over-the-counter) may not be brought in and stored by students to be taken during the school day. This includes cough drops, sunscreen, insect repellent, and inhalers. **Never send your child with medicine to take during the day.**

The school nurse or an administrator can dispense medication during the school day if the parent brings a bottle with a prescription and completes the appropriate paperwork. Even for over-the-counter medications, parents must have a prescription label; Clinicians will not hesitate to provide this to students who are experiencing chronic pain or have other conditions. The label should clearly show the child's name, type of medication, and dosage. Ask the main office or nurse for the medical form if your child will need medication during the day.

Because attendance is important to academic success, we ask that you contact the school or come see the school nurse before dropping them off at home. As a reminder, for attendance purposes, students who are sent home due to illness will be counted as absent for the day if picked up by a parent or guardian before 9:30 a.m. Excessive absences create gaps in learning and can result in summer school.

Students must be fever and/or vomiting free for 24 hours before they can return to school.

Certain communicable diseases require special treatment or restrictions in the school environment. HISD's policy regarding communicable disease control measures can be found online.

# STUDENT DISCIPLINE

At Osborne, we follow the HISD Student Code of Conduct, which is available on the HISD website in <http://www.houstonisd.org/Page/31695>. The handbook can also be ordered from our main office. In accordance with district guidelines and policies, we have implemented a school-wide set of expectations and consequences for academics and behavior, known as the Owl Code. Our core values of accountability, trustworthiness, respect, fairness, care, and citizenship drive our school's rules.

Osborne's Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction. Elmore staff count on parent involvement and support to maintain high standards of children's behavior. Our goal as we resolve all discipline issues is to re-engage the student in learning and repair relationships that may have been affected. If you have any questions or concerns, please contact the administrative staff.

# MEALS AND FOOD SERVICE

**BREAKFAST**

Breakfast is available to all students free of charge from 7:15 to 7:55 a.m. Unfortunately, students who arrive late will not receive breakfast. HISD's Food Service Department prints a menu calendar each month, and parents can refer to them for breakfast menu information.

**LUNCH**

Students can bring lunch or receive a free lunch at school. Lunch is free for all students, regardless of income level.

HISD's Food Service Department prints a menu calendar each month, and parents can check HISD's website for more information.

**RULES OF THE DINING ROOM**

1. Students will be quiet in the service line.
2. Students will be friendly to the food service staff.
3. Students are welcome to bring thermoses and non-carbonated beverages in cans (NOT Coca-Cola, Dr. Pepper, or other soft drinks).
4. Students may speak quietly during lunch.
5. Students will remain seated during the lunch period unless they raise their hands and are granted permission.
6. Students will be responsible for leaving tables clear and cleaning their own tables.
7. Lunches cannot be bought, sold or exchanged.

If students violate cafeteria rules, teachers and administration can implement disciplinary consequences.

**BIRTHDAY CELEBRATIONS**

The Texas Department of Agriculture's Division of Food and Nutrition has reinstated the cupcake law. Parents may only bring store-bought cupcakes, cakes, brownies, or cookies at lunchtime for a student's birthday. However, the treat can only be distributed and eaten in the last five minutes of the lunch period or the last 10 minutes of the regular school day. Sweets cannot be delivered at any time.

Please do not plan to have a birthday party in the cafeteria or classroom. Party hats, memorabilia, decorations, or balloons must be reserved for off-campus parties. Invitations to off-campus birthday parties should not be distributed at school.

Do not have flowers, balloons, gift baskets, sung telegrams, or other items delivered to the school for individual students. Such items will not be delivered to the classroom, as they would cause a disruption to the instructional day. Your child is focused on learning!

**FOODS OF MINIMUM NUTRITIONAL VALUE (MFNV)**

Federal guidelines prohibit the consumption of Foods of Minimum Nutritional Value (FMNV) during school hours. The following foods may not be consumed by students during the school day:

1. **Soft drink:** Any carbonated beverage. No product should be excluded from this definition because it contains discrete nutrients added to the food, such as vitamins, minerals, and proteins.
2. **Water ice:** Any frozen, sweetened water, such as popsicles and flavored ice, with the exception of products containing fruit or fruit juice.
3. **Chewing gum:** Any flavored product of natural or synthetic gums and other ingredients that form an insoluble chewing dough.
4. **All Sweets: Any** processed food made predominantly with artificial sweeteners or sweeteners with a variety of minor ingredients that characterize the following types: hard candies, chocolate, jellies and gum, marshmallow, fondant, licorice, and spun candies.
5. **Caramel Coated Popcorn:** Popcorn that is topped with a mixture made predominantly of sugar and corn syrup.
6. **Energy drinks.**
7. **Jumbo-sized chips, jumbo size drinks too.** Students may bring snack-sized bags for lunch or an after-school snack.

Osborne management and staff reserve the right to dispense any or all items in this category and will not be liable for reimbursement (financial or otherwise). No snacks, nutritious or otherwise, will be eaten during instruction.

# CELL PHONES AND ELECTRONICS

Parents and guardians will determine if it is appropriate for their children to carry cell phones at school. Students can always use the main office phone to contact parents in case of illness, and parents can always message students through our main office. Students who bring cell phones are allowed to have them **in their backpacks** to use only to communicate with parents **after school** beginning at 3:05 p.m. Cell phones should be **turned off** throughout the school day. Cell phones that are visible (turned on, in use, or listened to) during the school day will be confiscated and turned over to the office. The student's parent will have to go to the office to retrieve the phone. According to HISD policy, there is a $15.00 fee to retrieve the phone. Any unclaimed cell phones left longer than 30 days will be sent to the district for destruction.

Please do not allow your children to bring toys, electronics, or other valuable items to school. Items that cause a disruption in the learning process will be picked up and can be saved until the end of the school year. It is the responsibility of parents retrieve any office items that have been picked up from a student. All items left in the school's possession two weeks after the last day of school will be removed. The school will not be responsible for valuable items lost on school property.

# SAFETY

HISD police officers patrol the Osborne campus at night and on weekends and respond to emergencies on campus. We depend on our nearby residents for support, especially on weekends and holidays. If you suspect vandalism or notice an unusual occurrence at school, call HISD police at 713-892-7777 or the Houston Police Department. Osborne's security cameras are operational 24 hours a day.

# LOST & FOUND

Please do not allow your child to bring toys, electronics, or other valuable items to school. The school will not be responsible for toys or valuables if they are lost on school property. Make sure your child brings only the necessary clothes and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, exchanged, or given away at school. Lunches cannot be bought, sold or exchanged.

All removable clothing, as well as other belongings, should be clearly and securely labeled with the child's first and last name to prevent loss. Lost items are kept in the main office for one month. Any unclaimed items will be donated to charity.

# PESTICIDES

As required by law, the school district is notifying that the district regularly applies pesticides on school campuses. Information on these requests can be obtained from the district's Integrated Pest Management (IPM) Coordinator at 713-867-0818.

A calendar with numbers and a date

Description automatically generated

Student and Parent Handbook School Year 2024-2025

This certifies that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ grade student at Osborne ES, acknowledge that I received permission from J.G Osborne Elementary School

Student and Parent Handbook and will adhere to the guidelines therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/guardian's name