

ACKNOWLEDGMENT PAGE

This handbook was prepared for parents and students. It is our goal to provide an organized and efficient management system for routine activities. Basic rules and regulations are herein contained. The administration requests that all regulations be followed explicitly. Signatures of parent(s)/guardian(s) acknowledge the receipt of a copy of the Student/Parent Handbook. The signatures also certify that the booklet has been read and understood by parents and students. It is expected that parent(s), guardian(s), and students will accept their responsibilities as directed in the Beneke Elementary School Handbook.

LaTracy Harris, Principal

Student's Name

Student's Grade Level

Student's Homeroom Teacher

Parent's Signature

PLEASE RETURN THIS SIGNATURE PAGE BY FRIDAY, SEPTEMBER 9, 2016.



Beneke Elementary School

3840 Briarchase ~Houston, Texas 77014

TEL (281) 891-8450 – (281) 891-8451

LaTracy Harris

Principal

Dear Parents and Students:

On behalf of the staff at Beneke Elementary, I would like to welcome you to the 2016-2017 school year!

This year, we will continue our theme “Write to Learn.” Students will have opportunities to write in each subject area. The practice of writing can enhance a student’s academic ability through processing, retaining, and retrieving of information. Through writing, students will increase their understanding of complex material, unfamiliar concepts, and subject-specific vocabulary. When writing is embedded throughout the curriculum, students are able to explain and articulate their knowledge. When you visit our school, you will be able to view writing samples displayed outside of each classroom.

In addition to our focus on writing, we will continue our excitement surrounding creating a “Love of Reading” culture! Students will visit the library once a week to select a book of interest. We will encourage students to read at every available moment. Avid readers exhibit both advanced literacy development and success across subjects. Please ensure that your child is reading at minimum 30 minutes a night. Also, please visit our Little Library located in the front of the campus – Take a book, Leave a book!

Last year we implemented CHAMPS; a program geared towards developing a proactive and positive approach to classroom management. Our overall goal was to develop a structure in which students are responsible, motivated, and highly engaged in the learning process. We succeeded! We will continue utilizing the CHAMPS program school-wide!

We will continue EveryChild 2020— a student-centered plan designed to fundamentally transform Spring ISD. The main imperatives are: Reach every student; Excellence in every school; High performance from every employee; Engaged stakeholders in every community; and Opportunities for choice for every family. If you have not done so, I encourage you to visit the district’s website at www.springisd.org and read EveryChild2020.

Last year students in Spring ISD were able to eat lunch at no cost through the Community Eligibility Provision (CEP) and the U.S. Department of Agriculture. At the end of the school year, Spring ISDs participation in the CEP program changed. Although this type of funding will end, your child may be eligible to receive free or reduced-price meals. To determine if your family qualifies, you must complete the Free or Reduced-Price Meal Application for the 2016-2017 school year. Forms will be available on campus and online at mealapps.springisd.org. The price of lunch for elementary students is \$1.75.

This handbook contains information as to the rules, regulations and operation of our school. All notices enclosed in this handbook are very important to the success of your child and the efficient operation of this school. Please read the contents of this handbook carefully with your child. All students and parents will be held to the rules, regulations and procedures of this handbook. After reading this handbook, please sign and return the signature page located at the front by September 9, 2016.

Sincerely,
LaTracy Harris
Beneke Elementary, Principal
281-891-8540

Mission

The primary goal of the Beneke Community is for students to excel academically and act responsibly displaying good citizenship in a positive environment.

Vision

Beneke Elementary is committed to encouraging all students to strive for excellence. Our goal is to cultivate life-long learners who have a passion for creativity, diversity, and respect for 'their community. We are a family who recognizes the value in partnerships and the potential in empowering our students to discover their strengths. We believe all children can and will learn. We believe in setting high expectations. We believe in being a catalyst for change. More importantly, we believe in stepping outside the box.

Beneke Pledge

I will strive to excel academically.

I will act responsibly.

I will display good citizenship.

I will work to create a positive environment.

School Hours

7:30 a.m. – 3:15 p.m.

- Breakfast is served from 7:30 a.m. – 8:00 a.m.
- Morning announcements begin at 8:00 a.m.
- Breakfast service ends at 8:00 a.m.
- Tardy bell rings at 8:00 a.m.
- Instruction begins 8:00 a.m.
- Deadline to make transportation changes is 2:00 p.m.
- Students are dismissed at 3:15 p.m.

Student supervision is provided as early as 7:30 a.m. The school cannot accept responsibility for the supervision of students who arrive before this time. Please make sure that your child arrives at school no earlier than 7:30 a.m. each day. The official instructional day starts at 8:00 a.m., and ends at 3:15 p.m. Children should not remain on campus any later than 3:15 p.m. unless they are participating in a supervised activity. Arrangements should be made for all students to be picked up or to walk home promptly after dismissal. Similarly, students who participate in after-school activities should be picked up on time or walk home immediately thereafter.

Morning Procedures

Parents and campus visitors are asked to drop off students in front of the cafeteria through the carpool lane or to walk them to the front door. Parents will not be able to walk to the classrooms. Students will enter the building and report to their classroom for breakfast. Please make sure that your child arrives before 7:55 a.m. for breakfast.

Enrollment Procedures

The procedures for enrolling students in school are standard for SISD. Parents will need to bring the following documents:

- Original birth certificate, social security card, and immunization record
- Copy of the most recent report card and withdrawal request form from the last school attended.
- If the student is not an SISD student, a Record Request for Transfer form must be signed by parent/guardian.
- Proof of address (lease/rental agreement or most recent electricity, gas, or water)
- Photo ID or driver's license

A parent or legal guardian who resides with relatives or friends within SISD and who wishes to send a child to an SISD school must submit a statement of residence. The parent or guardian will then complete the statement at the zoned school and supply photo identification with a letter from the official resident of the address at which the applicant is living. This letter shall include a statement of how long the applicant has lived at that address, the name of the school the student most recently attended, a copy of the official resident's most recent utility bill, and a current lease/rental/mortgage agreement with the official resident's name. For assistance, call the Student Transfer Department at 713-556-6734.

Enrollment Forms

A fully completed enrollment form must be on file in the office for each student by the end of the first week of school. For your child's safety, please notify the school office if there is a change of address or telephone number during the school year.

Medical/Health Forms

All students entering school for the first time are required to have proof of immunization that is updated according to the Harris County Health Department and SISD standards. For further information, you may contact Nurse Brinkley our campus nurse at (281) 891-8459.

Medication

The school nurse and Principal's designee are the only staff members who are authorized to administer any medication, including aspirin, to any student at school. Students who need occasional medications, such as penicillin, for colds, earaches and sore throats are to take these medications at home, if possible. If medication must be administered at school, the parent must obtain a Medication Administration form from the school nurse and complete it with the medical doctor. This form is to be submitted to the school nurse by the parent (in person) with the medication in the original container. The student's name, the name of the medication, and instructions for its administration must appear on the container.

Arrival and Dismissal Safety

For the safety of our students, parents are reminded to observe the school zone speed limit and respect the safety patrol and staff members on duty in the mornings and during afternoon dismissal. Parents may drop off students in front of the school cafeteria in the carpool lane. Please do not drop off or pick up students in the middle of Briarchase and Walters Rd. You are putting your child in danger by doing so. Please do not park in the parking lot and walk-up to pick your child up from the car pool lane.

All parents and visitors must enter the building through the front entrance and register before proceeding to any other area in the building.

Parents that are picking car riders up after school are asked to remain in their cars while in the car pool lane, drive up slowly, and a staff member will assist students to the car.

A Rainy Day Information form must be on file for each student to ensure safety at dismissal time during severe weather occurrences.

Leaving Campus

Once a student has arrived on school grounds, he/she is not permitted to leave without the parent or person who is authorized to pick them up from school. Students will leave the campus for field experiences only if the parent has granted permission in writing. Parents who wish to pick up their child during the school day must provide the office with the proper identification and sign the school log. The office staff will contact the teacher, and the student will then be permitted to leave the campus with their parent/guardian. Only adults identified on the student's emergency card are permitted to pick up the child early. If a child has to leave school early during the day for any reason, an authorized adult must come in person to the school office and show proper identification (name must appear on the student's emergency card) before the child can be released from school.

Attendance and Tardies

TEC 25.092 states "a student may not be given credit for a class unless the student is in attendance for a least 90 percent of the days the class is offered." All students are expected to be in attendance in all their classes and to take advantage of the opportunity to learn each and every day.

When returning to school after an absence, a written excuse, signed by the parent or guardian stating the reason for the absence, is required. **The excuse must be presented**

to the teacher within three days upon the student's return to school. A student's absence of more than eight unexcused days will result in non-promotion for the student.

Excessive tardies and absences will require a referral to the Attendance Clerk and/or Counselor. Should this become necessary, the Attendance Clerk and Counselor will make a home visit to determine the nature of the excessive absences and/or offer support to the family. Continued excessive absences will result in a referral to the Harris County Court System. We ask that every effort be made to have children at the classroom door before the tardy bell at 8:00 a.m. A student must be in school before 9:00 a.m. to be marked "present" for that school day.

Transportation

Bus transportation will be provided for students who live 1 ½ miles or more from the school, for students who receive Special Education services, and for field trips. Riding the school bus is a privilege. **Improper conduct on the buses will result in that privilege being denied.**

Classroom Observations and Parent Conferences

Parents, volunteers and other visitors who wish to enter a classroom during the school hours must obtain prior permission from the school office. No unauthorized person shall enter or remain on school premises during school hours without first signing in with the main office staff. All visitors must receive a visitor's pass before entering the school building. Visits are restricted to the class in which your child is assigned and scheduled at a time mutually agreeable with the parent and teacher. Parents are not to interrupt the educational process of the class. A parent may be called in to observe their child for disruptive behavior; however, this will be only to observe and not to interrupt classes.

Parent/teacher conferences are to be scheduled with the teacher in advance. These conferences should be set up during the teacher's planning time, before or after school, or during a time when the teacher is relieved of classroom and supervision responsibilities. Visits should be limited to no more than 30 to 45 minutes.

Dress Code

Scholars must be in dress code daily. Parents will be required to bring scholars a change of clothes if they report to school out of dress code and scholars will lose their privilege to participate in extra-curricular school activities.

Shirts

- **Shirts must be polo styled collared shirts.**

- **Shirts must be solid red, solid navy blue, solid light blue, or solid white (students are not allowed to wear t-shirts or shirts of any other color).**

Pants/Bottoms

- Pants, shorts, skirts and jumpers must be solid-navy blue or khaki.
- Navy blue, or khaki shorts may be worn that are knee length. **Navy blue or khaki shorts that are above the knee are not allowed.**
- Pants, shorts, skirts and jumpers must fit properly at the waist and not hang off of the waist.
- Blue denim jeans may be worn only on Fridays with a school spirit shirt or college t-shirt. **No ripped/torn, faded, or stoned denim will be allowed.**
- Belts must be worn.

Shoes

- Closed-toe shoes must be worn at all times. **Open toe sandals are not allowed.**

Dress Code Violations

- Blue jeans Monday-Thursday.
- Ripped/torn, faded, or stoned denim.
- Boys are NOT permitted to wear earrings, stems, string, etc. in the hole of an ear to school.
- No sandals, flip-flops, slides, and thonged shoes are permitted.
- Midriff, cut-off tops, halters, mesh shirts, tank tops, and shirts with advertising slogans (such as shirts advertising alcohol, tobacco, drugs, etc.).
- Students are not allowed to wear bandanas or caps.
- No facial make-up will be permitted to be worn at school. Make-up and fingernail polish are not to be brought to school.
- All boys will wear a belt with their pants. Sagging pants are not permitted and all shirts should be tucked in for males.
- No garment or style that is considered a disruption to the classroom will be permitted. The final decision, as it relates to whether or not a garment is appropriate, will be determined by the Principal.
- If a child wears inappropriate clothing to school, he/she will be referred to the nurse or Principal and the parents/guardian will be notified.

Continued violations will result in extra-curricular privileges to be taken away and other consequences.

Student Discipline

The school environment must be free of disruptions which interfere with a quality educational program. Students are expected and must behave in an acceptable manner. Students are expected to adhere to rules and procedures to ensure that teaching and learning are the main focus.

1. Respect and cooperate with the teachers, Principal, other staff, and classmates.
2. Come to school prepared, ready, and willing to learn.
3. Show good manners at all times.
4. Games and toys of any kind that do not contribute to the educational process are not to be brought to school. Items such as these will be confiscated and held in the office until claimed by a parent. The Beneke Elementary staff is not responsible for the damage to or loss of any student's personal item brought to school.
5. Cell phones are not permitted. When this rule is broken, the cell phone will be confiscated and held in the office until claimed by a parent.
6. Respect the rights and the property of others.
7. Help us to keep a clean building. Dispose of trash and paper appropriately.
8. Follow safety rules of the building.
9. Be in "HALLS" position anytime you are outside of the classroom. Respect the quiet zones and always have something to read or study.
10. Keep your hands and feet to yourself at all times.

The primary focus of our school is to provide an environment that is safe and allows learning to be meaningful and challenging. With this in mind, we believe that all students should be given the same opportunity to receive a quality education. Therefore, all students are valued and will be treated with respect and dignity.

Obtaining self-discipline is the highest form of preparation for a successful life as an adult. Additionally, it promotes and shows pride in one's self. Each student is expected to follow rules and regulations established by the school and by the classroom. The SISD Code of Student Conduct will be enforced. Students who are disruptive will be subject to disciplinary action in accordance with the District's code of conduct. In addition, our school will monitor and video any inappropriate behavior displayed by a student.

Suspension

A student may be suspended for any of the following reasons:

1. Cutting, defacing or in any way damaging property, real or personal, belonging to the School District, its employees, or other students.
2. Defiance of the authority of the teachers, Principal or other school authorities.
3. Stealing, forger, gambling, hazing or fighting.
4. Use, sale or possession of narcotics, or other dangerous drugs not prescribed by the licensed physician.
5. Use of or possession of tobacco or alcoholic beverages in the school, on the school grounds, or while involved in school sponsored activities.
6. Possession of an object that is a concealed weapon is not permitted at school.
7. Participating in any activities which interferes with or disrupts the educational process.
8. Physical assaults or bodily injury to an employee of the District or another student.
9. Violation of public law or District or building regulations.
10. Verbal assaults or threats directed toward an employee or another student.

11. Other violations of District or building regulations;
 - a. Failure to accept discipline
 - b. Leaving school grounds without permission.
12. Repeated Level I and II offenses.

Field Lessons

Field lessons are provided to extend the educational experience beyond the classroom. Teachers and school staff coordinate field trips throughout the school year to provide such experiences to the students. Parents are asked to chaperone field trips after being approved as an official school volunteer.

Students are required to have an SISD Field Lesson Parent Permission Form to participate in a field trip. **Verbal consent, in person or by phone, will not be accepted.**

Parents have been required to accompany their child on a field lesson as a condition for participation. While this is reserved for chronic disciplinary issues, parents may be required to attend. The parent/guardian will be notified in advance if his/her child must be accompanied on the field lesson.

Report Cards and Grade

Grades provide parents and students with a picture of how well the student is performing on the taught curriculum. Grades evaluate the achievement of students at the end of and during a lesson, for parents, students, and school records. The SISD grading scale is as follows:

- A = 90-100
- B = 80-89
- C = 75-79
- D = 70-74
- F = 69 and Below

Progress Reports will be sent home during the 4th – 5th week of each grading period. Report cards will be issued at the end of every nine weeks grading cycle. These documents serve as a means of informing parents/guardians of the students' progress, or lack of progress, in each subject.

Report card dates are listed below and must be signed for by parent/guardian:

4 Cycles	Days	Report Card Dates
August 22-October 14	38	October 21, 2016
October 17-December 16	39	January 6, 2017
January 3-March 10	48	March 24, 2017
March 20-May 26	49	May 26, 2017

The guidelines for promotion are:

- All students must have a grade average of at least 70 in their subjects of reading, mathematics, language arts, and science or social studies.
- Students may not be absent for more than 7% of the total number of school days.
- Students in fifth grade must meet standard on The **State of Texas Assessments of Academic Readiness (STAAR)**

Students who do not meet the Promotion Standards will be required to attend summer school. The teacher will take into consideration all available information in judging each student's achievement in relation to the content objectives. Student success with individual and group assignments, projects, performances, and classroom participation will be helpful with making judgments, in addition to test grades. This information will be documented in the teacher's class record books and student's work folders. All information is available to parents upon request.

Teacher Conference Period

Teachers' conference times are listed below by grade level should you wish to schedule a conference. If you are unable to meet during this time, please contact the teacher to schedule a time that is more convenient for you.

Department/Grade Level	Conference Time
Third Grade	8:45-9:30 a.m.
Fourth Grade	9:35-10:20 a.m.
Fifth Grade	10:25-11:10 a.m.
Fine Arts	11:15a.m. -12:00 p.m.
Second Grade	12:30-1:20 p.m.
First Grade	1:20-2:05 p.m.
Kindergarten	2:0-2:55 p.m.

Homework

To reinforce the skills and objectives that have been introduced during the school day, homework will be assigned Monday-Thursday. Fridays are optional for teachers to assign. It is very important that all homework is completed and returned the following school day. Parents are strongly encouraged to review all homework with your child upon completion. If you have any questions about a homework assignment, contact your child's teacher. If your child is not receiving homework; you should also see your child's teacher.

Tutoring

Many opportunities are extended to help our students succeed academically. In support of this effort, in-school tutoring will be offered during the school day to targeted students. All students will participate in WIN Time (Whatever is Necessary) from 8:00-8:45 am daily. WIN Time is a school-wide intervention/enrichment block designated to provide support for some students and enhancement for others based on academic performance. Also, students will be targeted to attend after-school and Saturday tutoring. All tutoring is designed to address any deficits that your child may have and provides a better opportunity for your child to reach academic success.

Textbooks and Library Books

Students are responsible for the books that are issued to them. A fee is charged for lost or damaged books according to SISD policy. Failure to return or pay for loss or damaged books will result in the student not being issued another textbook or library book until the debt is paid. Report cards may be held until outstanding textbooks, and/or library book fees are paid.

School Contacts

Principal	LaTracy Harris
Assistant Principal	Valyncia Bigsby
Counselor	Jocelyn Stokes
Math Coach	Nidia Galvan
Literacy Coach	Shundon Cooper
Limited English Proficiency Coordinator (LEP-Coordinator)	Janice Mahnke
Student Support Specialist (SSS)	Antoinette Clark
Testing Coordinator	Antoinette Clark
Building Operator	Yolanda Moore
Cafeteria Manager	Cristina Carino
School Secretary	Darlene Dee Johnson
Receptionist	Milagro Perez
Attendance Clerk	Brittany Avington
Gifted & Talented (GT)	Edward Scott
Textbooks	Angie Landerverde (Office Clerk)
Health & Medical Services	Nurse Staci Brinkley
Parent Teacher Organization (PTO)	Vanecia Gray (Clark Parent)

Beneke Elementary School Student's Commitment Contract

As a Beneke Bear, I dedicate myself to success in the following ways:

1. I will strive for excellence, give 100 % every day and make “no excuses” for myself.
2. I will be a positive person while encouraging my peers to do the same. I will not gossip (talk about others) and will work to resolve conflicts (the problem that I have with someone else) peacefully with positive language and no physical contact. I will avoid negativity by focusing on the positive.
3. I will make a difference in my school and community. I will be a leader and make positive change.
4. I will be responsible: get to school on time, do my homework, study hard and ask for help when I need it.
5. I will be focused on learning and not distract myself or others by violating the expectations I have of myself and those that the school has of me.
6. I will be at school everyday, only missing when necessary. I will be in dress code and ready to learn everyday.
7. I will respect myself, my peers, my teachers, my school, and my family by choosing only positive actions.
8. I will be a team player by demonstrating pride in my school and helping others.
9. I will devote myself to education seeking out knowledge and being an active learner.
10. I will focus on my goals, including attending a four year college/university or trade school and will not make choices that will jeopardize my goals.

Failure to adhere to these commitments can cause me to lose school privileges and can lead to my expulsion from any and all extra-curricular activities.

In signing, I have read and agree with this contract and the student code of conduct.

Student's Signature _____ Date _____

Grade Level _____

Beneke Elementary School

Parent/Guardian's Commitment Contract

As Parents/Guardians who want our child to succeed, we fully commit to _____ in the following ways:

(child's name)

1. I will support my child and encourage him/her to put forth their best effort in all the work that they do. I will check their homework let them contact the teacher when he/she needs help. I will make "no excuses" regarding my child's education.
2. I understand that my son/daughter must adhere to the contract and student handbook, as well as school procedures, not only so that teachers can teach and students can learn, but also to protect the education, safety, interest and rights of all individuals in the classroom.
3. I will prepare my child for school daily by ensuring homework is complete.
4. I will allow my son/daughter to stay after school for tutoring or detention either on days when he/she comes to school unprepared or when he/she violate any school rules.
5. I will contact my son/daughter's teacher whenever I have questions, concerns, ideas and other feedback with the teacher and Principal when they arise.
6. I will ensure that my son/daughter is at school on time every day. I will make every effort to schedule doctor's appointments after school hours and ensure that he/she is absent only when necessary.
7. I understand that poor grades, not following school rules and policies, or negative behavior may prevent my child from participating in extra-curricular activities.
8. I will be an active parent. I will carefully read all parent communications, including my child's daily reports, weekly folder, and where it applies. I will attend all parent meetings and conferences as requested.
9. I will ensure that my son/daughter stays focused on his/her goals.
10. I will proactively support my child's education and consistently communicate with his/her teacher. I will invest my time and energy every day in supporting my child's education.
11. I will enforce the school dress code and will not let my child makes excuses for not following the dress code.
12. I will continuously reemphasize the importance of attending a 4-year college/university.
13. I commit to remain active in the school community and volunteer my time as needed.

Failure to adhere to these commitments can cause my child to lose various school privileges. My signature below shows that I have read and agree with this contract and the Student Code of Conduct.

Parent/Guardian's Signature _____ Date _____

Print student's name and parent's may sign their name. Please send the pages listed below to your child's teacher no later than September 9, 2016, so they may receive a treat!

- Acknowledgment of Receipt Page - pg. 1
- Signed Student Contract - pg. 14
- Signed Parent Contract - pg. 15

Thank you for taking the time to review the Beneke Elementary School Parent/Student Handbook with your child. Please keep this handbook for your reference during the 2016-2017 school years as needed.

Please understand that the information is subject to change based on the needs of the students and the school. We will make every effort to notify students and parents of any modifications made. If you have any questions or concerns, please contact the school or your child's teacher.

Sincerely,

LaTracy Harris
Principal