Beneke Elementary

2026-2027
Parent/Student Handbook

“One Team, One Dream”

“Stronger Together”

3840 Briarchase Dr.
Houston, TX 77014
281-891-8450

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Spring ISD Vision

Spring Independent School District will be a district of choice known for high quality academics with innovative and specialized programs that meet the needs of all students in a positive learning environment.

Beneke School Colors

Teal and Burgundy

Beneke Mission Statement

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

Beneke Vision Statement

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 of Operation

Doors Open at 7:35
Instruction Begins at 8:05
Dismissal Begins at 3:25

Beneke Elementary Parent Policies and Procedures

Address/Phone # Change

When a student's address or telephone number has changed, it is the parent's responsibility to notify the registrar of the change. This notification is critical to maintain a safe school environment. If an emergency occurs during school hours, the school must have the correct information to contact parents. Please do not block the office number as it makes it difficult to communicate with you. **Parents will be required to show Identification when picking up their student from school or visiting their student on campus!**

Attendance

Attendance is critical to the success of all students. ***A student must be in attendance 90% of the school days in order to gain credit for that academic year. Please refer to all attendance guidelines in the SISD Student-Parent Handbook. We will call daily if your child is absent. Please make sure you send a note when they return to campus.***

Arriving on Campus in the Morning

We open the doors to welcome students at 7:35. Students **MAY NOT** be dropped off before 7:35am. **Students MUST remain in the car until the doors open at 7:35am.** If you need to drop your student off before 7:35am, Koala Kare is available in the morning. Car rider drop off is in front of the cafeteria and staff will be available at 7:35 to assist with opening doors. The front entrance of the school is reserved for daycare, buses and students participating in our CASE and ECSE programs that need additional assistance entering the school. If you arrive after 8:05 your student is considered tardy and you will need to drop off your student at the front entrance. At 8:15 we close the front entrance and you will need to ring the doorbell, present your ID, and sign-in your student at the front office. You are welcome to walk your student to class on the first three days of the new school year.

Breakfast Procedures

• Breakfast will be served in the classrooms from 7:35- 7:55am.
• Students must be in the classrooms by 7:55am in order to receive breakfast.

Beneke Lunch with Parents

The campus is open for lunch and parents or family members may eat lunch with their students. The parents must eat only with their student and eat at the designated tables. Parents will be dismissed five minutes before the students to ensure the safety of all students. The campus will be closed for lunch the first three weeks of school and for local and state testing.

SISD Bus Transportation

Bus transportation is provided for students living outside a two mile radius of Beneke ES. Riding the bus is considered to be a privilege. The privilege of riding the bus may be taken away for just cause. If you have any questions or concerns regarding transportation please call 281-891-8450.

Afternoon Car Rider

Car riders are picked up at the side entrance, and you must have your physical school issued car rider tag. We will not release a child to anyone without the appropriate car rider tag. (A picture of the tag is not sufficient for the car rider line) If you do not have a car rider tag you will need to come into the front office with your ID and request a new car rider tag. During afternoon pickup, do not get out of your vehicle as you are waiting in the car rider line. This causes traffic to become congested in the line and it is not safe for students. ALL parents must have a car rider tag visible in their windshield to pick up students. **Please remember after school dismissal will run slow during the first two weeks of school until students learn the routine. Please be patient with the teachers and staff as we train the students for dismissal.**

All car riders must be picked up at 3:45 pm. Any student who is still at the school by 3:45 pm will call home. Upon arrival, parents must come to the front office to sign the child out. You must have your I.D. to sign your child out after 3:45 p.m. Spring ISD police and/or Child Protective Services will be contacted for any child that is left after 4:30 pm. Parents who arrive after 4:00 pm three or more times will be required to find a different transportation option.

Afternoon Walkers

A & B Walkers will be released at 3:40 pm. Walkers will be released once they cross the street in front of the school. B walkers will be released at the designated area at the end of the fenceline on campus. Students will not be allowed to cross the street or leave the designated area! Parents must pick them up from the designated area only. If parents are late, the student will be escorted back inside the school and parents must pick them up from the front office. ID will be required to pick your student up at all times.

Student Behavioral Expectations

All Beneke instructional leaders and teachers have extremely high expectations for each student who attends our school. During the instructional day, learning is our top priority and each staff member strives to reduce distractions and ensure all students are able to concentrate on their academics during the school day. ALL students are expected to come to school each day prepared and ready to learn. At the beginning of the year, students will be taught procedures and behavioral expectations as they navigate through the instructional environment. Once those expectations have been taught, it is the responsibility of the student to follow those expectations. Students who are unable to follow the expectations, or students who disturb the learning environment will be removed from the instructional environment and subject to disciplinary action in accordance with the student code of conduct. We expect all parents to assist the campus with ensuring their student is able to follow the behavioral expectations on our campus.

Behavioral expectations:

- Arrive on time with materials.
- Keep hands, feet, and objects to yourself.
- Stay on task during work times.
- Follow directions the first time given.
- Respect others, including yourself.
- Complete all assignments and daily tasks.

Birthdays

We will not have birthday celebrations in the classroom! If you want to eat lunch with your student for their birthday you may sign in at the front office and join them for lunch. You may send goodie bags for all the students in the class that will be passed out at the end of the day. You may not send cake, cupcakes, balloons, or decorations.

Clinic Services

The school nurse provides clinic services. A student may go to the clinic only after obtaining a pass from a teacher or administrator. Parents will be notified by the nurse to pick up the child if they have a fever of 100° or more, vomiting, diarrhea, or a student who feels too ill to remain at school. Students must be free of fever and other symptoms for 24 hours before returning to school.

Any prescription or non-prescription medication that needs to be given to a student must be brought in by a parent or guardian and a written request must be filled out and signed. The nurse will dispense the medication from the clinic at the directed time.

Class Assignments and Make-Up Work

With an excused absence, a student has the number of days out plus one to complete make-up work. It is the student's responsibility to get their work when they are out. Parents may call the front office to request make-up work on their child's third day of absence. The teacher will send work to the front office for the parent to pick up. Please allow the teacher 24 hours to gather the work.

Conferences & Administrator Appointments

Parents are encouraged to have conferences with their child's teacher when the child is having difficulty in school or if there are any concerns to be addressed. Each teacher has a designated time during the day for conferences as well as after school. Please contact the front office and leave a message if you would like to set up a conference with your child's teacher. **Teachers have 24 hours to return phone calls and schedule conferences.**

All concerns about your child's education **should first be communicated to the teacher. If the outcome of that discussion is not satisfactory, you may request a conference with an administrator.**

Conferences with the administrators, teachers, and counselors are conducted by appointment only. During the school day, we are in classrooms coaching teachers, observing instruction, and in meetings with district personnel which may require us to be off campus. Please do not show up in the front office requesting to see an administrator, call first to make an appointment.

Counseling

The counselor is available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the counselor:
• Academic counseling
• Short term crisis counseling
• Scheduling and facilitation of parent/teacher conferences
• Referrals to appropriate school and/or community programs and agencies
• Small group presentations
• Parent information
• Referral to 504 or Gifted and Talented

Students wishing to speak with the counselor should come before school or ask their teacher for a pass to see the counselor. Parents wishing to speak with the counselor should call the school's main number and ask to speak to the counselor. Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him/her self or to others. In that case, the parents and/or appropriate agencies will be contacted immediately.

Beneke Elementary School Dress Code Policy

Our school values a learning environment that is safe, respectful, and free of distractions. Students are expected to follow the guidelines below:

✅ **Allowed Clothing**

Tops (Shirts):

- Must have sleeves and cover the shoulders.
- Must cover the stomach, chest, and back at all times.
- No tank tops, halter tops, or spaghetti straps.
- No inappropriate words, graphics, or symbols.

Bottoms (Pants, Shorts, Skirts, Dresses):

- Shorts and skirts must not be more than **3 inches above the knee**.
- **Shorts must be worn under dresses and skirts**.
- No holes or tears in clothing.
- Clothing must fit properly and not sag.

Footwear:

- Closed-toe shoes recommended (for safety).
- No flip-flops, slides, or shoes with wheels.

Outerwear:

- Jackets and hoodies are allowed, but **hoods must stay down inside**.

🚫 **Not Allowed**

- Pajamas or sleepwear (unless it's a spirit day).
- See-through or overly tight clothing.
- Hats, caps, bandanas, or sunglasses worn inside (unless for religious/medical reasons).
- Clothing with violent, vulgar, or inappropriate messages or pictures.

📌 **Enforcement**

- Students may be asked to change or adjust clothing if not in compliance.
- Repeated issues will result in parent contact.
- The focus is on learning—this policy helps keep everyone comfortable and focused.

Electronic Devices

Cell phones, iWatches, or any other electronic device should not be heard or seen during the school day from 7:35 am to 3:25 pm. **Students are required to turn off their cell phones each morning and keep them in their backpacks**. Students found with their cell phones out, or students with iWatches on will have them confiscated and turned over to an administrator. Parents will be required to pick up the device from the front office.

Emergency Drills

Emergency drills are required and will be conducted according to district guidelines. These drills include fire, tornado, lockdown and evacuation. Emergency drill maps are posted in each classroom. Students are expected to follow the directions of staff and act in an appropriate manner during all drills.

Homework Procedures

• Homework must be turned in to the appropriate teacher on the due date.
• Make-up work should be turned in within the same number of days of which the student was absent plus one day.
• Make-up work can be requested after the 3rd consecutive day of being absent.
• 24 hour advance notice must be given to the teacher in order for the work to be compiled.
• Make-up work can be picked up in the front office.

Leaving Campus During the Day

If possible, medical or dental appointments should be made outside the school day. A signed note, with the date and time, should be sent to your child's teacher stating that the child will be leaving for an appointment. It is important that this note also include the name of the parent or guardian who will be picking up the student. The person providing transportation must report to the front office to sign the student out from school before the student will be released. Any person picking up the child must be listed on his/her paperwork in the front office. **Early dismissals will not be granted after 2:45pm.**

Parking

All visitors must park in Visitor Parking. Please do not park in the spaces marked for school personnel. Cars that are parked in the fire lane will be towed. For special events, additional parking is available in the staff parking lots and in front of the school.

Snacks

Students in PK-5 may bring snacks to school. The snack must meet the following guidelines:

• Snacks should be healthy. For example, snacks should consist of crackers, fruit, or dry cereal.
• Please do not send candy, soda, or colored juices.
• Snacks are not to be shared.
• Please do not send anything that will need to be heated or refrigerated.

Student ID Badges

As we continue to increase our school safety, all students will be required to wear an ID badge at all times. ID badges will be furnished by the district and should travel with the student back and forth to school. If ID badges are lost or misplaced, it will need to be replaced for a replacement fee. **ID badges are required to ride the bus home.**

Tardy/Early Pick-up Policies and Procedures

Students entering the building after 8:05am will be counted tardy. Students must be signed in by a parent if they arrive after 8:05 am. Please be aware parents must have an ID to enter the building in all circumstances. **For student safety during dismissal, no students will be released for early pick-up after 2:45pm.**

Transportation Changes

Transportation changes must be made in writing. No phone calls requesting a transportation change will be accepted. Once a student is on the bus, he/she will not be removed from the bus for any reason. ***No transportation changes will be accepted after 2:30pm.***

Volunteers

Parents interested in volunteering, should complete a background check form in order to volunteer at the school. The forms are available online at the Spring ISD website. All parents must have a clear background check before attending any field trips or school activities. Contact the school for ways that you might become involved in the campus programs. We would love you to join and participate in the PTO!