

Benteen **Elementary School**



Student Handbook

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**Frederick Wilson Benteen Elementary School
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Principal Lovett's Welcome Back Letter

August 1, 2018

Greetings Parents, Students, and Stakeholders!

It is with great pleasure that I welcome you to the 2018-2019 school year at Frederick Wilson Benteen Elementary School: *Atlanta's Newest Dual Language Immersion School!* We look forward to an amazing year of teaching, learning, and service to this phenomenal school community. I am excited to be your principal and look forward to continuing our work together to make Benteen a School of Excellence! I feel extremely privileged to be working alongside such a passionate group of parents, staff, and faculty who believe in the infinite possibilities of children!

We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to provide a safe and productive learning environment. We encourage you to share the same accountabilities by becoming an active part of your child's school experience: sign-up as a classroom volunteer, join the PTA, or serve on one of our school committees.

In an effort to work together for our students' success we encourage you to support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready to learn
- Completes all classroom and homework assignments given by teachers
- Reads at least 30 minutes daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Exhibits appropriate behavior
- Believes that he/she can succeed in school and that they will be college and/ or career ready

We are committed to providing a high quality education to our children and we look forward to partnering with you to impact student outcomes! We welcome you to come visit and to B³: Believe in Benteen's Brilliance because our children are Brilliant!

Sincerely,

Dr. Andrew Lovett, Jr.
Principal

Vision Statement

Frederick W. Benteen Elementary School is a school that provides a world class education that prepares students of today to be leaders of tomorrow.

Mission Statement

Our mission is to provide a comprehensive and rigorous curriculum that will prepare all students to be life-long learners and globally minded citizens, who are growing in academics, character, and leadership.

School Philosophy

At Benteen, we believe that all students can learn and achieve mastery of grade-level standards and skills if given the proper tools. We also believe that students can become critical thinkers if we set high expectations and provide them with rigorous instruction and support. We are committed to helping each student develop into productive citizens regardless of his/her previous school performance, background, socioeconomic status, race, or gender. We accept the responsibility to teach all students so that they can attain the maximum educational potential.

In order to fulfill our mission, we will focus on the following goals:

- Develop abilities, ideas, values, and interest that contribute to a positive self-image and to a tolerance and understanding of others
- Ensure that each child acquires the necessary and basic skills that will enable him/her to live productively in a changing modern and complex society
- Nurture each child's creative ability and provide acceptable means for self-expression
- Develop good traits of citizenship and character so that each child will become a productive citizen in our democratic society
- Provide an environment whereby each child will have successful experiences
- provide a flexible instructional program that allows for individual differences
- Encourage each child to work independently, to use time wisely, to follow directions, and develop a sense of responsibility and respect for self, others, and property
- Develop each child's social, emotional, physical, and intellectual characteristics
- Develop intellectual curiosity and love of knowledge

Benteen Elementary School Pledge

I'm healthy, smart and looking fine
With a lot of hard work the world is mine.
I'll study hard, I'll beat the test
I'll show the world that I'm the best.
I'll come to school each and every day,
Because it's not the same when I'm away.

I'll show respect and get good grades
I'll love myself and I'll have it made
So today's a new day and I'm ready to start
At Benteen Elementary School we're all so smart!

Benteen School Song

By Gregory S. Nash

Benteen, oh Benteen
It is you that we hail.
Without you we would fail.

It is you who teaches us right from wrong.
Before we leave your shore;
And as we sail along life's sea
Benteen will be our core.

Benteen, oh Benteen
Thank you for your light;
In darkness and in shadows
You will make our future bright!

Creating a Positive & Supportive Learning Environment

Personal Development: Self-Discipline

One of our goals is to provide a safe environment that is conducive to teaching and learning. The responsibility for achieving this goal belongs to everyone! Teachers, Parents, and Students must work cooperatively to ensure success. Students are expected to exhibit appropriate behavior at all times. Each teacher utilizes a structured classroom management plan that complements our school-wide behavior/discipline plan. The classroom management plan includes behavior and learning expectations, rewards and consequences. Your child's teacher can provide detailed information concerning classroom discipline and strategies at your request.

Frederick Wilson Benteen



Frederick W. Benteen

Original School Name and Address: Frederick W. Benteen Elementary School, 200 Cassanova Street, SE, 30315

Construction or Date of Opening: 1956; deeded to Atlanta Board of Education under the "Plan of Improvement;" the school was constructed on the boyhood home site of Mr. Frederick W. Benteen.

Named after General F.W. Benteen, his father, Mr. Benteen rose to the rank of Army Colonel; he died in 1898 and was buried in the Westview Cemetery; later he was exhumed and reburied in Washington, D.C.

Benteen's Uniform Policy and Codes of Conduct

Dress Code

Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety.

Student School Dress Code

Benteen Elementary advocates a uniform policy for all students which **includes navy blue or khaki pants/jumpers/skirts/skorts with a white, navy blue, light blue, yellow collared shirt or Benteen shirt**. Tank tops, shorts, and skirts more than two inches above the knee, midriff tops that exposes the stomach, see-through tops, "spaghetti" strap tops, t-shirts with profanity, baggy pants that fall at the hip, thong shoes, flip flops, and skate shoes are not allowed. Parents will be notified if students do not comply with the school's dress code. Uniforms should be worn Monday through Thursday. Friday is free dress day. Students may wear denim/jeans/shorts and a school appropriate shirt on Fridays only.

Visitor School Dress Code

Benteen also enforces a dress code for parents and visitors who may enter into the building. Tank tops, shorts/dresses/ skirts more than two inches above the knee, midriff tops that expose the stomach, see through tops, "spaghetti" strap tops, t-shirts with profanity, baggy pants that fall at the hip, shear/ see through dresses, pajamas, house shoes and do-rags are not allowed. Parents/ visitors who violate this policy will be asked to leave the building.

The following regulations regarding dress code apply to students while on school grounds, while participating in school programs or events, or while participating in parent conferences or meetings sponsored by the school/ district. It is our intent to promote excellence for our students at all times. By ensuring that we are appropriately dressed models the expectation of professionalism and appropriate attire for a school setting.

Remember we are our students' best example for appropriate dress and we must model appropriate and professional dress. We are planting a seed in their future.

Student Lunchroom Expectations

1. Place your napkin in your lap and wait until you are seated to eat.
2. Eat only off of your own plate.
3. Use manners by saying "thank you", "please" and "excuse me".
4. Stay in your place in line.
5. Talk in a reasonable tone.
6. Clean your area when done eating.
7. Know your lunch number.
8. Gather your materials while you are in line.
9. Use the restroom before you enter the line.

School-wide Rules

Students are required to follow the school- wide rules to ensure that we maintain a safe and secure learning environment at all times. Students must.....

- Read and become familiar with the Code of Conduct
- Attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- Know and follow school rules and instructions given by the school principal, teachers, and other staff
- Walk quietly on the right side of the hallway
- Use a hall pass when leaving the classroom unless supervised by an adult
- Tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- Bring to school only those materials that are allowed
- Treat everyone in the school community with respect
- Respect school property, community property, and the property of other

Consequences for Misconduct

When students choose to misbehave or exhibit inappropriate behavior in the classroom or anytime during the instructional day, teachers will:

- Use interventions established in the classroom management plan
- Institute verbal warnings
- Initiate conference with parents
- Conference with the assistant principal or principal

NOTE: If the student chooses not to respond, additional strategies will be planned and implemented by the principal, assistant principal, teacher, counselor, and/or social worker.

School Level Consequences

Students are expected to follow all rules at all times. Teachers will apply consequences when students do not follow rules. Staff will refer students who repeatedly break classroom rules to the assistant principal. These students will also be candidates to participate in our Bulldog Pride Club. In the Bulldog Pride Club, teachers assist students with developing positive goals specific to the behavior concern(s).

Consequences for fighting, use of profanity, possession of weapons or illegal substances, and blatant disrespect for teachers and staff will follow the recommended strategies as outlined in the Atlanta Public School Student Code of Conduct.

Teachers are not permitted to deny students participation in art, music, physical education, or Spanish as a form of punishment. However, these classes may be used to provide supplemental instruction in core content areas for specific students as deemed by district guidelines and/or policy.

Teachers are not permitted to send students out of the room to stand in the hallway as a form of punishment.

It is against Board policy for staff to hit, shake, paddle, tap, pinch, or touch students inappropriately as a form of punishment.

Entrance Requirements

Children who are four years of age on or before September 1 are eligible for Pre-K. A child that is five years of age on or before September 1 is eligible for Kindergarten. A child that is six years of age on or before September 1 is eligible for first grade.

Children entering school for the first time must have:

- Immunization certificate (showing current immunization) on State of Georgia form.
- Certificate-official certificate or form with state seal and certificate number.
- Certificate of Eye, Ear, and Dental Examination of State of Georgia forms.
- Social Security Card or waiver
- Custody papers (if applicable)
- Proof of residency in school's attendance zone

A special permission form is required for out of zone Atlanta students. This form can be completed online on the Atlanta Public Schools Student Placement Office webpage.

Tuition is charged for out of district students. For more information, please contact Atlanta Public Schools Student Placement Office at (404) 802- 2233.

Parents must provide the school with an accurate address and telephone number. Please update contact information as soon as possible after a change in address or phone number is made. The school must also have the name and telephone number of the child's physician in case of an emergency. Please ensure that the emergency contact information is accurate and up to date.

Arrival

The building is open for students at 7:30 am, please do not send students to school before 7:30 am. Breakfast is available from 7:30 am until 7:55 am. Breakfast is free to all students and is served in the cafeteria or as part of our breakfast program.

The school day begins promptly at 8:00 am. Students arriving after 8:00 a.m. are considered late and will receive a tardy slip.

Parents are permitted to walk students to class during the 1st week of school or the first day of enrollment only. This is a safety measure implemented for school safety reasons. We thank you in advance for your understanding.

Dismissal

The school day ends at 2:30 pm. Departure information should be on record with the student's homeroom teacher. Students may walk, be picked up, or ride the bus/ van for surrounding after-care programs. Please notify the office, **in writing**, if there are changes in your child's method of departure for a specific school day. No child will be dismissed outside of their normal dismissal method without written notification. **(Notification must be provided to the teacher 1 day prior to the changed dismissal date)**. If there is an emergency, please notify the principal and/or assistant principal.

Early Dismissal

There are no early dismissals after 2:00 p.m. If a student is to leave the building before 2:30 pm, a parent or guardian must sign the child out from the front office. Please do not go to your child's classroom for early dismissal. Office staff will call to the classroom and request the student to report to the office.

All students must depart by 2:45 pm, unless they are involved in after school care, tutoring, or extra-curricular activities. It is the parent's responsibility to ensure that students are picked up by 2:45 pm or students will be automatically placed in the after school program. The parent will be charged a fifteen dollar (\$20.00) drop in fee for each student placed in the after school program due to none or late pick-up.

Attendance

Good attendance is directly related to performance. Students with perfect attendance will be recognized monthly and at the end of the school year. Tardiness is disruptive to instruction. Let's work together to get our students to school on time.

Please adhere to the following rules:

- Students arriving after 8:00 am must report to the office
- Students who are absent must bring a note to the school signed by a parent or doctor; otherwise the absence will be considered unexcused
- Students with a pattern of absences (more than 5 unexcused absences or excessive absences) will be referred to a social worker
- Whenever possible, please schedule doctor's appointments after school, or near the end of the school day; school ends at 2:30 pm
- In accordance with Atlanta Public Schools policy, ten (10) or more absences per school year are considered excessive and may result in retention, or repetition of the current grade level.

Withdrawal Procedures

Parents should notify the student's homeroom teacher and the secretary at least one day before a student is to be withdrawn. A withdrawal packet must be filled out by the parent or guardian before the student can be officially withdrawn from the school (see main office for complete withdrawal packet). All textbooks, library books, school related books, and materials must be returned before the withdrawal can be completed.

Student Concerns

Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls within 48 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with one of the school administrators.

Counseling Services

The purpose of the school counseling program is to help students develop and enhance their academic, behavioral, career, and personal/social strengths in order to ensure that all students graduate ready for college and career. The counselor will meet frequently with classes throughout the year to deliver Career Awareness lessons and lessons to support student social and emotional development. Counselor will also provide individual and small group counseling for students who need additional support through referral (ie. teacher, discipline, parent, SST/RTI). Individual and small group counseling can cover the following: behavior management, coping skills, grief, family transitions, peer relationships and academic concerns. The counselor is available by phone 404-802-7310 or email (biggins@atlanta.k12.ga.us) to discuss concerns or arrange a meeting when needed.

Visitors

All persons visiting the campus must sign in at the front office and obtain a "Visitors Pass". If the "Visitor's Pass" is not worn and easily visible, the visitor will be asked to leave the building.

Volunteering at Benteen

Parents are encouraged to volunteer in the school before, during and after the school day. All volunteers are required to complete a Volunteer Packet (located in the main office) prior to providing services. Once completed, the form will remain on file at the school for the remainder of the school year. All parent volunteers will be assigned a volunteer assignment by the school's parent liaison.

Parents are encouraged to be an active part of the child's class, however, parents are not allowed to visit or interrupt the classroom during the instructional block. Parents who wish to speak with their child's teacher must schedule a conference before or after the school day. For parents who wish to observe the class must receive special permission and must adhere to the following guidelines:

1. Prior to visiting your child's classroom, the parent must contact the teacher to determine a time that works for both parties.
2. The teacher should identify a designated area for the parent to sit and observe the classroom activities. Parents are not allowed to participate in classroom activities or facilitate conversations with students or teachers during the instructional block.
3. Classroom visits may occur only when the child is assigned to be in that particular class.
4. Parents who desire to speak with their child's teacher must schedule an appointment to do so. Parents are not allowed to interrupt classroom instruction during the instructional block. Please conference with your child's teacher after school. The school day ends at 2:30pm.

Medication at School

If your child needs access to, or administration of, special medicine such as inhalers during the school day, you must have written orders from a medical doctor on file. All medications must be in their original container with prescription label. Medicines must be administered by the school nurse or through the front office; students are not allowed to self-medicate or carry drugs of any kind. Do not ask teachers to be responsible for medicating your child. Please obtain the proper forms and more information from the school nurse and/or secretary.

Change of Address or Phone Numbers

In case of an emergency, we must have current information. Please notify the student's homeroom teacher and secretary of the any changes in address and phone numbers as soon as possible.

Ways Parent Can Be Involved

Volunteer

We always need an extra pair of hands here at school! Your time can help us a lot. Homeroom teachers can always use adult help. You can provide your assistance by:

- Coming to PTA (Parent Teacher Association) meetings
- Visiting your child's classroom regularly
- Chaperoning on field trips
- Supporting school celebrations and festivals
- Working in the School Garden
- Assisting around the school by making copies, reading with children, displaying bulletin boards, and helping out with classroom activities, etc.

Conferences

Parent-Teacher conferences are held each reporting period. Parents should make every effort to personally pick up their child's report card and meet with the teacher for ideas on how to support their child's learning. Please make an appointment to talk with your child's homeroom teacher anytime.

Look for Information in Book Bags

Notices, newsletters, and progress reports are sent home periodically. Students often forget to take things out of their book bags. Please check your child's book bag daily!

Help with Homework

Homeroom teachers give all assignments for the week on Mondays or on a daily basis. Teachers assign homework Monday through Thursday and on some Fridays. Please look for your child's weekly homework sheet or daily assignment log, and make sure that homework is completed. If you have questions about the homework, please be sure to talk with your child's teacher. The APS Homework Hotline is available Monday through Thursday, 3:00 p.m. to 9:00 p.m., except during holiday and semester breaks. The hotline telephone number is **678-553-3029**.

READ, READ, READ!

You are your child's most important role model. If you read at home, your child will see reading as an important skill and even an enjoyable activity.

Make Math Matter!

Math can become an integral part of your child's life if you provide opportunities for him/her to practice basic mathematical skills and/or concepts. Practice skills such as adding, subtracting, multiplying, and dividing so that your child will do better at more complex skills that require problem solving and critical thinking.

PTA

Our goal is to have 100% membership! Support the PTA and join for only \$5.00. Please keep an eye out for notices of PTA meetings and add them to your calendar!

WE NEED YOU! Working together we can accomplish more

IT REALLY DOES TAKE A VILLAGE!

Student Handbook Acknowledgement Form

BENTEEN ELEMENTARY SCHOOL

2018-2019

By signing below, I acknowledge that I have received a copy of the Benteen Elementary School Student Handbook and that I understand the policies and expectations outlined within the book. My signature also indicates my pledge to comply with the set rules and policies in an effort to support the school and ensure a safe, orderly and conducive place of teaching and learning for all. Please return this form to your child’s teacher.

(Parent/Guardian Name)

(Signature)

(Student Name)

Grade

Teacher’s Name

(Date)