

2014-2015 School Year



BERRY
ELEMENTARY

STUDENT HANDBOOK

Berry Elementary Environmental Science Magnet School | HISD

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Letter from the Principal



Dear Berry Families,

On behalf of the faculty and staff, I welcome you to an exciting year at Berry! My name is Altha “Ali” Oliver, principal of James Berry Elementary. It is our daily goal to make every *Berry Bee* an active learner who succeeds, not only in academics, but throughout his/her life. We *believe* that the foundation of a great education starts in elementary school. We commit to teaching our students literacy and academic skills, which will prepare them for future success in middle school, high school and most importantly, college. We encourage our students to *be* creative, *be* engaged and *be* active learners for today and tomorrow. We know that if we invest in the education of our children today, they will impact the future. We encourage you to *be* involved and *be* active in your child’s education. In order to provide the best education for your child, it takes your participation and support. Together we can move mountains- we can make a difference in the lives of ALL of our children and each other.

This handbook outlines school policies and procedures. Please take time to review the important information and discuss appropriate parts with your child.

We are looking forward to a year of academic and behavioral excellence.

Thank you in advance for your support! I look forward to working with each of you and your child this year.

Ali Oliver

Principal

School Hours

Monday, Tuesday, Thursday, Friday

7:45 a.m. - 3:15 p.m.

Wednesday

7:45 a.m. – 1:15 p.m.

Breakfast is served in the classroom before 8:00 a.m.

Office Hours

7:15 a.m. – 4:00 p.m.

School Contact Information

Main Office Phone Number

(713) 696-2700

School Fax Number

(713) 696-2701



About Our Environmental Science Magnet Program

Welcome to Berry Elementary, an Environmental Science Magnet School. We are excited to have you as part of our school family and our community. The environmental science magnet program is designed to help the students grow in their understanding of what it means to be an environmental advocate. Each grade level has a specific project that they will work with to carry out the environmental responsibility on our campus. The students will be learning about environmental science in both the magnet science class and in the regular classroom.

Your child will go to a magnet science class for 10 consecutive days based on a schedule provided by the magnet coordinator. The homeroom classes will have 10 day rotations in order to provide all of our magnet students an opportunity to participate in these project based magnet classes. The magnet classes include two environmental science labs and outdoor education through partnerships. Some of our partnerships include Recipe for Success, Can Do Houston, Adopt a Monument – Houston Zoo, Katy Prairie Conservancy, and the Native Plant Society of Texas. We continue to work with others to see how we can create a partnership and how they can assist us to educate our students in learning about our environment.

In each of the science labs, your child will be engaged in hands-on science activities and rigorous learning experiences while learning about environmental science and our LEED green building; the magnet science classes are project based. In the outdoor education classes, your child will be harvesting, cooking, learning about the outdoors, and learning about all the vegetables that are being grown in the student gardens. They will also interact with nature in our many different habitats available on the school grounds.

Your child will also become aware of how environmental problems affect our health and understand that humans have a large impact on the environment. With this awareness, students can make choices that reduce the harm to our environment and protect our wonderful planet for generations to come. We hope that your child's education here at Berry will not only be life-altering to them but to your family as well, as we all begin to look at how we can change our behaviors to better protect the environment.

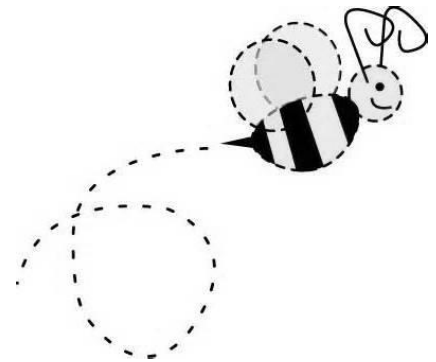


Berry Mission Statement

Berry's Mission is to develop leaders by ensuring that our students are excellent communicators, problem solvers, good citizens, technologically savvy, and advocates for the environment.

Berry Daily Schedule

7:15 a.m.	School doors open
7:45 a.m.	Instruction and breakfast begin in classrooms
7:50 a.m.	Tardy Bell rings
8:00 a.m.	Announcements begin
3:15 p.m.	Dismissal 1:15 Early Dismissal on Wednesdays



Arrival on Campus

For their own safety, students are not allowed to arrive at school earlier than 7:15 a.m. or remain in the building after the close of the school day at 3:30 p.m. unless they are supervised by a teacher or staff member.

- All students will enter through the front door and walk directly to the cafeteria. They will also be able to be dropped off at the cafeteria entrance. They are assigned to sit by grade.
- Students arriving to school after 7:50 a.m. are considered late/tardy.
- Students arriving late must be issued Tardy Slips at the Welcome Desk. **Please escort your child into the building.** After five tardy slips, students will receive detention.

Berry 2014-2015 School Calendar

Please note this calendar is *specific to Berry Elementary* and may be different from other HISD schools. This is a guideline and the dates may change throughout the year. Please make sure to read all flyers that go home in the communication folder.

August	
19	Meet the Teacher
25	First Day of School
September	
1	Labor Day (no classes – student holiday)
16	Grandparent's Day
17	Open House
19	Fall Picture Day
30	Fifth grade camp begins
October	
1-2	Fifth grade camp
3	Fall Holiday (no classes – student holiday)
9	School Choice Fair for 5 th grade students
11	First grade Technocycle computer giveaway
18	Saturday Story Time
21	Read for the Record
27	1 st grade field trip to Dewberry Farm
28	Kindergarten field trip to Old McDonald's Farm
29	Book Character Parade
November	
1	School Choice Open House at Northwest Mall
3-7	Magnet Awareness Week
5	Awards Ceremony Parent/Teacher Conferences K-5 th Grade
15	Saturday Story Time
19	Pre-K Parent/Teacher Conferences
25	Thanksgiving Feast
26-28	Thanksgiving Break (no classes – student holiday)
December	
3	Pictures with Santa
13	Navidad en el Barrio at George R. Brown
17	Pre-K & Kindergarten Winter Program
18	Cuddle up to a Good Book
19	Winter Celebrations
22-31	Winter Break (no classes – student holiday)

January	
1-5	Winter Break (no classes – student holiday)
6	Student return to school
7	Spelling Bee
14	Awards Ceremony Parent/Teacher Conferences
17	Saturday Story Time
February	
4	3 rd Grade Play
18	3 rd -5 th Grade Science Fair
21	Saturday Story Time
28	Berry Rodeo
March	
2	Dr. Seuss's Birthday
10	Spring Picture Day
16-20	Spring Break (no classes – student holiday)
30	STAAR 4 th Grade Writing Day 1 STAAR 5 th Grade Math
31	STAAR 4 th Grade Writing Day 2 STAAR 5 th Grade Reading
April	
1	Awards Ceremony
3	Spring Holiday (no classes – student holiday)
10	1 st & 2 nd Grade Cultural Program Pre-K & Kindergarten Day of the Young Child
16	TELPAS Window Opens
18	Saturday Story Time
21	STAAR 3 rd & 4 th Math
22	STAAR 3 rd & 4 th Reading STAAR 5 th Science
24	Earth Day Event
May	
4-8	Teacher Appreciation Week
6	Nurse Appreciation Day
8	4 th & 5 th Grade Cinco de Mayo Performance
19	Pre-K & K Awards Ceremony
20	1 st & 2 nd Awards Ceremony
21	5 th Grade Banquet
22	3 rd & 4 th Grade Awards Ceremony 5 th Grade Dance
25	Memorial Day (no classes – student holiday)
26	5 th Grade end of year field trip
27	Field Day
28	Classroom Parties Last Day of School for Students

Not all field trips have been scheduled.

Berry Attendance

Students are expected to be on time and present in school every day. Should a student be absent, the reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. **The written excuse must be received by the school within 3 days after the absence, otherwise it is considered unexcused.** The attendance specialist may investigate any absence. The absent student will be given 3 days to make up the missed class work from their absence.

Excused Absences

The only acceptable excuses for tardiness and absences are:

- Personal illness
- Sickness or death in the immediate family
- Quarantine; example: head lice
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission of the principal



According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085) if a student is absent without an excuse for 10 days or parts of days in a six month period; or 3 or more days or parts of days in a four-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine of up to \$500 for each day of unexcused absence after the warning letter is issued.

Also, students with 13 or more unexcused absences will be retained even though grades were passing and summer school will be required.

Students with perfect attendance: Every grading cycle Berry will reward students that have perfect attendance. We will also reward students at the end of the year that has had perfect attendance for the year. To qualify for perfect attendance students need to be in school every day, if students are sick they do not qualify for perfect attendance. Excused absences also count against perfect attendance.

Berry Tardy Policy

The bell rings at 7:45 a.m. for students to go to their classrooms. Students are considered tardy at 7:50 a.m. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated. **After 5 tardies, students will receive detention.** According to the ***Student Code of Conduct*** being tardy is a Level I violation (please refer to the Student Code of Conduct). Level III violation is any repeated Level I violation. Therefore, violation of the tardy policy will have the same consequences as a Level III violation which is suspension or referral to the alternative school. If a student is tardy it not only affects him but his classmates.

Students who are tardy are missing a very important part of instruction and this may cause them to fall behind or not meet grade level expectations. It is in the best interest of the children that they are on time each and every day.

Free Dress Friday

Students will be awarded a Free Dress Friday on the week that they:

1. Are present every day, all day for the entire week. (This includes not being tardy and not leaving early.)
2. Complete all their homework.

Thursday before dismissal, the teacher will provide the students with wrist bands to wear on Friday with their Free Dress. If the student does not have the arm band on – they will be sent to the office and their parent will be notified to bring them a uniform. Students will go back to class until the uniform arrives.

Berry Registration Requirements

For a child to be registered for school it is necessary to provide the following items:

- Proof of residence, such as a utility bill or rent receipt with the correct name and address.
- A certified copy of a birth certificate or birth registration card.
- Proof of immunization record/shot records.
- A report card from last school attended.
- If enrolled during the current school year, a withdrawal form from the previous school.
- Guardianship papers are required if the student is residing with someone other than the parent.
- Social Security number if available.



Berry Withdrawal Procedures

Advance notification (24 hours) is needed to complete the withdrawal forms and determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, new address, and the name of the new school the child will attend. The parent must come in to the school office and officially withdraw the child. The completed withdrawal form must be taken to the new school with a copy of the last report card, if available, attached.

Berry Dress Code

Berry's school community has set high standards for appropriate school attire and personal cleanliness. The students' appearance can influence behavior and affect the learning environment. Below are the required uniform guidelines:



Shirts	Pants & shorts	Shoes
Berry Elementary Green or Yellow Polo Shirt with Collar	Plain khaki uniform style	Sneakers or closed shoes
	No decorations	No sandals
	Must wear a belt	Must wear socks
	Blue jeans	Laces must be tied
	No cargo pants (pants with several pockets)	Toes cannot be exposed

Jewelry:

- Chain/necklace is limited to one small to medium in size
- Girls – no large hoop earrings (must be smaller than a quarter)
- No high heel shoes or flip-flops

Grooming Habits

- Hair must be neat, clean, and well-groomed. Hair style/color must not create disruptions or distractions nor disrupt the view of the child. No shaved hair designs are allowed. Extreme hair styles which include hair that is dyed an unnatural color (green, orange, etc.).
- Make-up and acrylic nails are not allowed to be worn at school.
- Caps and head coverings may not be worn in the school building.

Students not wearing the school uniform must call home to parents in order to have a change of clothing brought to school. Students will not be allowed in the classroom until they are dressed accordingly in uniform.

We want to encourage parents to donate your child's gently used school uniforms that your child no longer wears to Berry. With your uniform donations, we will establish an exchange program at Berry which will assist other families in meeting Berry's uniform requirements.

Appropriateness of clothing and hairstyles will be determined by school administrators.

Berry Parent Involvement Upcoming Parent Workshops and Events

Parent Calendar
All Sessions will begin at 8:30

The Houston Independent School District believes that a child's education is a result of the combined efforts of the parent, the student, and the school. Parents who actively participate in the educational process, both at school and home, provide the essential support, assistance, values, and high expectations that are crucial to a child's perception of the importance of education. HISD also believes that active and regular parental involvement will significantly increase a student's potential for academic success.

~information from www.houstonisd.org – Parents & Students

Date	Session Topic	Presenter
October 1, 2014	Conscious Discipline	Ms. Salcedo
October 8, 2014	Kindergarten English	Kindergarten English Team
October 15, 2014	Kindergarten- Bilingual	Kindergarten Bilingual Team
October 22, 2014	Exceptional Parenting	ESCAPE
November 12, 2014	PAC Meeting	Mrs. Oliver
	PK	PK Team
November 19, 2014	1 st Grade English	1 st Grade English Team
December 10, 2014	1 st Grade Bilingual	1 st Grade Bilingual Team
January 21, 2015	2 nd Grade English	2 nd Grade English Team
January 28, 2015	2 nd Grade Bilingual	2 nd Grade Bilingual Team
February 4, 2014	*Building Confident Families Session 1	ESCAPE
February 11, 2015	PAC Meeting	Mrs. Oliver
February 18, 2014	*Building Confident Families Session 2	ESCAPE
	3 rd Grade	3 rd Grade Team
February 25, 2015	4 th Grade	4 th Grade Team
March 4, 2015	5 th Grade	5 th Grade Team
March 11, 2014	*Building Confident Families Session 3	ESCAPE
March 25, 2014	*Building Confident Families Session 4	ESCAPE
April 8, 2015	PAC Meeting	Mrs. Oliver
	Child Abuse Prevention 101	ESCAPE
April 15, 2014	*Building Confident Families Session 5	ESCAPE
April 29, 2014	*Building Confident Families Session 6	ESCAPE
May 6, 2014	*Building Confident Families Session 7	ESCAPE

Parent Information/ Workshops – Our school family hosts special training sessions for parents during the school year. These meetings focus on topics such as curriculum, effective study techniques, student health, safety, nutrition, testing information and helpful tips to use during testing time.

We will also be offering ESL classes along with our ESCAPE parenting sessions.

- Sessions with an * denotes that you must attend all sessions in order to receive Certificate of completion

Volunteer Opportunities at Berry:

Volunteers In Public Schools (VIPS)

VIPS are HISD volunteers. Each year, thousands of parents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or children who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, and provide other support.

How can I become a VIPS?

All volunteers must register online or at their home school and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1:	Register online at www.houstonisd.org , stay on the homepage, and click on the VIPS login under the Related Links section or the Community section or fill out an application at the Welcome Center.
Step 2:	Once you have registered, you must go in person to the school of interest and show proof of identification.
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
Step 4:	The criminal history background check can take 2-3 weeks to complete.
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted for VIPS?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card

For more information about volunteering at Berry, please contact **Ms. Cruz at 713- 696-2700**. Please visit the Berry Welcome Center to sign up for these **VIPS** opportunities.

- Room Parent
- Cafeteria Supervision
- Classroom volunteers
- Dismissal Supervision
- Making Copies for Teachers

Please keep good communication with your child's teacher for any activities that pertain to his/her class or grade level. Our students benefit when we all volunteer!

Berry Emergency Contact Form

An "Emergency Contact Form" will be sent home with each student so that the parents/guardians may advise the school of who will pick up his/her child at the end of the school day or during the school day. Only the people who are on the emergency contact form will be allowed to pick up your student. ***Please make sure to update the contact form throughout the school year if you have a change address or phone numbers.***

Berry Early Release of Students

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the persons listed on the ***Emergency Contact Form*** will be allowed to take a child from school during regular school hours. **A picture ID is required**, such as a driver's license. After signing out the child, the student will be called to the office. Teachers are not permitted to release students unless this procedure has been followed. Parents please do not go to the classroom to pick up your child. **Releasing of students after 2:30 p.m. is not allowed.** During this time, teachers are making all homework assignments and children are organizing themselves for the end of the day. Early release of students is strongly discouraged.

Berry Cafeteria Procedures

Lunch is a time for students to enjoy each other's company, while visiting they will use (their inside voices) moderate voices. There are approximately 200 students in the cafeteria at one time. Therefore, we need to limit the amount of parents that come into the cafeteria to have lunch with their child. Parents are limited to once per week. Parents will sign in at the Berry Welcome Center and pick up a "Visitor's Pass." This pass must be worn at all times while in the cafeteria. At the end of the lunch period, parents must check out in the Berry Welcome Center and return their visitor's pass.

CAFETERIA RULES

Students are to:

1. Walk in a single line to the serving line assigned to their classroom.
2. Sit at their designated tables.
3. Raise their hand if needing assistance.
4. Ask permission to leave the cafeteria for any reason.
5. Use inside voices when talking to their table members.
6. Clean up their tables and seats, as well as the trash beneath their seats before leaving the cafeteria.
7. Line up quietly as they wait to be picked up by their teacher.



LUNCH

Every student at Berry Elementary will be receiving free breakfast and lunch for the 2014-2015 school year.

Classroom Birthday Celebrations

Birthday celebrations will be allowed at 2:30 before dismissal (11:45 on Wednesdays). Students may bring in store bought cupcakes only for that time. Treats will be delivered by the Welcome Center to the appropriate classroom if they are dropped off early. For safety reasons, we do not allow candles.



Classroom Parties *

By school board policy, only (2) class parties may be held. At Berry, these parties may be held on the day before the Winter Holiday Break and during the last week of school.

Field days *

Field days are an outdoor event considered a reward for students at the end of the year. Teachers may choose to invite up to 2-3 parents to assist during these events. No additional siblings (older or younger) are allowed to attend. ***Parents must be VIPS certified to attend.***

Field lessons *

Classroom teachers may choose to invite up to (2) parents to assist during these trips. Parents that go as a chaperone are not allowed to bring other kids. Each student participating must have a completely filled out and signed permission slip or they will not be allowed to attend. ***Parents must be VIPS certified to attend.***

Berry Discipline Code

Parents and students will receive the ***HISD Code of Student Conduct*** booklet. This book details the expectations for student behavior and the consequences for misbehavior. Berry Elementary follows this code in all disciplinary incidents. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning. Please be sure to read the HISD Code of Student Conduct thoroughly.

Severe Behavior Clause:

Severe behavior cases will be referred to the office immediately. Examples are:

1. disrespect towards school personnel
2. abusive, offensive language
3. fighting
4. weapons (including toy guns, pocket knives and laser pointers)
5. drugs (including cigarettes)
6. obscene materials
7. defacing or vandalizing school property
8. any gang related behavior, signs, paraphernalia
9. any other condition that could prove detrimental to other students.

When a student is referred to the office for behaviors, the following actions may occur:

- Parent/Student/Principal Conference
- Assignment of student to detention
- Assignment of student in-school suspension
- Assignment of student to out-of-school suspension
- Assignment of student to Alternative school
- Removal of student from school field lessons, after school activities, other school activities

Disruptive Items are not allowed on the Berry Campus:

No electronic devices (pagers, laser pointers, radios, ipods etc.) toys or games are permitted at school, with the exception of cell phones. Any violation will result in confiscation of the disruptive item whereupon it becomes the property of the school district. School personnel is not responsible for lost or stolen cell phones.

Berry Student Personal Technology

Cell phones – All cell phones must be turned off during the school hours. If student cell phones are confiscated, parents will have to come to the school to pick it up.

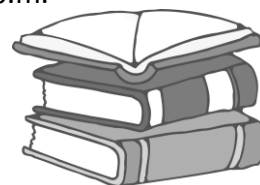
Music players, recording devices – may not be used on campus without a teacher's specified permission. Berry Staff will not be responsible for students' personal property.

Cameras – students may not take classroom pictures without permission of the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission. Pictures of Berry Elementary students may never be posted on the Internet without the parent's permission. The school sends home a **Media Release** form that parents must sign to post pictures of their students on the Internet.



Student use of School Telephones

Student use of the telephone is prohibited except in the case of emergency. Plans for after-school pick up need to be established before a child comes to school each day. Parents are to leave messages for their child **ONLY** in an emergency. **NOTE:** Due to the job responsibilities of our staff, any phone messages left during the day will be delivered to the students between 2:30-3:00 p.m., so please plan accordingly. Students will **NOT** be dismissed from class until the parent arrives in the main office to sign their child out of school. The student will then be contacted by the office for dismissal. **NO** child will be dismissed after 2:30 p.m. so if you need to pick your child up before school ends please make sure it is before 2:30 p.m.



Lost and/or Damage Textbooks

Students are responsible for textbooks issued at the beginning of the school year or checked out from the library. Books lost and/or damaged must be paid for by the student's parents/guardian. Books not returned or paid for will result in the loss of privileges for the student (i.e., field day, field lesson, or end of year class celebration). If the book is paid for and later found in good condition, the money will be returned to the parents/guardian.

Berry Homework

Regularly assigned homework assists students in achieving satisfactory school progress and developing good study habits. ***Homework is regularly assigned.*** It is each student's responsibility to complete homework assignments and meet all deadlines. Berry Elementary will provide each student in the upper grades with a planner. This planner helps teachers keep in communication with parents. ***Please make sure to sign your student's planner every night.*** All students are encouraged to read or be read to at least 30 minutes each night. Consistent failure to complete homework (3 or more times) will result in disciplinary action.



General Guidelines for Homework:

- Students should complete their homework independently, but parents/guardians may provide supervision and some guidance.
- Teachers coordinate lesson plans so that total homework time is not excessive.
- Frequently, the homework assignment is independent reading or reading in content area so that the student is fully prepared to participate in the classroom activities.
- Homework will be checked for completion, monitored for understanding and to chart student progress.



Berry Parent-Teacher Conferences

At Berry, we encourage teachers and parents to collaborate so that children understand that we work as a team for their benefit. We need our Berry parents to be very involved in their child's education. Parents may request a parent-teacher conference to discuss a variety of issues. It is recommended that parents contact the teacher the day before to schedule a conference, in order to meet the needs of the students and not interrupt instructional time. ***All conferences will be held before school, during the teacher's conference period, or after school.***

Eyeglasses



If your child requires eyeglasses, it is imperative that they wear them daily. This will impact their learning. Vision screenings will be conducted by the school nurse and you will be notified if she recommends your child see an optometrist.

Berry Communication and Graded Work Folders

"BERRY NEWS", the official school communications, which includes school news, activities, and notices, will be sent home. Teachers are expected to communicate with parents by sending a grade level newsletter or note home to parents every month.



Houston Independent School District provides access to parents so that you can check student's grades online. Go to www.houstonisd.org, [Access Student Information](#)



Parent Student Connect Login above to access daily grades, assignments, progress reports, and more! **Step-by-step guide**(.pdf): [English](#) | [Spanish](#); .

Health

The nurse will require parents to complete a Health Inventory so that the school is aware of important health concerns, such as severe allergies or breathing problems that children might have.



Medication:

HISD Board Policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will be administered in the clinic under the nurse's supervision.

Immunizations:



All students are required to have current and updated immunizations as required by law. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

Lice:

Students who have lice must be properly cleaned and return to school within 24 hours. Absences beyond this will not be excused. All students must be checked by the school nurse upon his/her return.

Illness:

Students who are ill should report to the school nurse. A student must secure a note or pass from his/her teacher to see the nurse. If a student's condition warrants exclusion from school, the nurse will make phone contact with the parents so that the parents may transport the student home. If parents are unable to be reached, the nurse will contact persons designated on the student's enrollment card to transport the student. If the nurse is absent, ill or injured students should report to the Welcome Center. Students that have a temperature above 100° F, is vomiting or has diarrhea, or is experiencing problems breathing should not come to school that day.

Emergency Care:

The nurse/school personnel will give immediate first aid to any student sustaining injury or severe illness. Parents will be contacted regarding the injury/illness. Parents will transport their child to a medical facility unless the child's condition requires immediate transportation. In this case, school personnel will call E.M.S./ambulance for transport.



Berry School Safety Plan

The Berry community is totally committed to our #1 Core Value: "Safety Above All Else." Several safety measures have been put in place to ensure the safety and security of all children, faculty and staff at Berry Elementary.



Drills: Monthly drills are conducted as required by state law to practice procedures in case of a fire, disaster, or intruder in the building.

Securing School Property: Berry Elementary relies heavily on friends and neighbors in the area to report to the HISD Police Department, **713-892-7777**, any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school.

Parent Transportation of Students to School

Berry Road becomes very busy and congested at arrival and dismissal times. Caution, courtesy and common sense when driving near the school will help to ensure the safety of all. When a parent drops off a student at school, the parent must drive through the driveway in front of the school or by the cafeteria. To quickly dismiss the students from the parents' vehicles, students will get out of the car while the parents remain inside the vehicle. Dismissing the students at the front of the gate delays the traffic and students. The students must be ready to get out of the vehicle in an orderly manner. There will be staff outside to assist the students.

Under no circumstances may the parents/guardians drop off the students on the side of Berry Road, at the "Washateria," at the crossing light or along the street curve. Never allow a child to exit or enter a vehicle in the middle of the street or to walk in between cars. This would be extremely dangerous. Parents may park in front of the school, respecting the no parking zones, such as the fire zone and the coned areas.



Berry Dismissal

Dismissal is at 3:15 p.m. every day of the week, except for Wednesdays. Students will be released at 1:15 p.m. on Wednesdays.

For the safety of ALL of our students and staff, we are asking your full cooperation as we implement dismissal procedures for a new school year. Please review the following information:

Student Pick Up #: All students will be assigned a student pick up number. This number will be used at all the dismissal areas. There will be one number assigned per family/carpool. Parents are asked to help students learn this number so they will respond when the number is called for pick up. All students who are picked up together should be taught the same number. If you receive more than one number for your family/carpool, please select one and return the other to the school. Even students who walk or ride a bus are being assigned a number for days when parents choose to pick up their children. Parents using the carpool line should post the number on the rear view mirror.

Parent Pick Up: Parents are given one or two methods of pick up in a vehicle: Red Tag or Green Tag.

Green Tag: Parents who are only picking students with a green tag will go through the drive way on the Schneider street side. Parents will stay in vehicles and drive through the Schneider St. side driveway. Parents **MUST** have the student pick up # on the rearview mirror in order to pick up the student. You may request 3 rearview mirror cards with your assigned number if you have more than one car that is used to pick up a student. A student will not be released unless the car has a pick up # and the adult is in the vehicle. Students will wait in the multi-purpose room until their student pick up number is called. Then they will be escorted by a staff member to the waiting car with the same number.

Red Tag: Parents that are picking students with a red tag will go through the drive way on the Berry Street side. Parents will stay in their vehicles until the student pick up number is called. Parents **MUST** have the rearview mirror card with the appropriate number in order to pick up a student. Students will be escorted out by a staff member and put into the appropriate car.

Bus/Day Care Van riders: Students who ride HISD buses or daycare vans will be dismissed from the back driveway. Staff members will be on duty to put the students on the buses and check their names off of a list for each bus.

Walkers: Students who walk home will exit from the magnet hall wing door. They will be escorted by staff members to the door.

HISD Promotion Standards

Pre-Kindergarten/ Kindergarten

Students may not be retained in Pre-K & Kindergarten.

Grades 1-5

A student must pass all three standards in order to be promoted to the next grade:

Standard 1

- 70 percent average or better in reading, language arts, math, and either science or social studies
- Attendance – Students may not exceed more than (10) days of excused absences

Standard 2

- A passing score on the High Frequency Word Evaluation (grades 1-2)
- A passing score on the Math and Reading STAAR (grades 3-5)

Academic Assistance:

As soon as a student's performance indicates the student is failing, the classroom teacher and administrators will implement ***RTI (Response to Intervention)*** to help the student improve. This will include but is not limited to additional small group lessons and tutorials. However, the student must meet all standards by the end of the school year.

If the student still fails to demonstrate achievement of one of these standards at the end of the school year, the student would be required to attend summer school in order to be reconsidered for promotion. Attending summer school does not guarantee that the student will be promoted. He/she must demonstrate achievement, if not, he or she will be retained for the next school year.

End of Year Ceremonies

Prekindergarten - Fourth Grade will have a moving up ceremony.

5th Grade End of Year Promotion and Presentation Event

The 5th grade end of year promotion and presentation event is a showcase combining all the skills students learned at Berry.

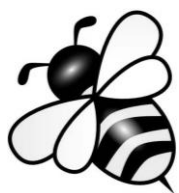
Honor Roll and Commended Celebrations

We want to celebrate our **Berry** student's academic achievement. Every 9 weeks we will have a celebration for students who achieve honor roll. To achieve honor roll students must:

- have all A's
- have all A's and only (2) B's .

We will also celebrate our students who at the end of the year achieve commended on the STAAR test in reading, writing, math or science.

Berry 2014-2015 Faculty and Staff



Administration

Ali Oliver, Principal
Leticia Martinez, Instructional Specialist
Yadira Suriano, Magnet Coordinator
Axinia Zepeda, PK-2nd Teacher Specialist
Maggie Luna, 3rd-5th Teacher Specialist



Office

Ms. Cruz, Parent Rep.
Ms. Iglesias, Clerk
Ms. Tijerina, Clerk
Ms. De Leon, Clerk

Ms. Williams, Nurse
Ms. Alfaro, Communities in School
Ms. Holguin, Secretary
Ms. Aguirre, Registrar
Mr. Lola, Technologist

Pre-K

Ms. De Jesus Ms. Salcedo
Ms. Torres Ms. Marquez

Third Grade

Ms. West, Math/Sci/SS Ms. Chen, Rdg./LA
Ms. Varela, Rdg./SS Ms. Guha, Math/SS
 Ms. Lewis, LA/Sci./SS

Kindergarten

Ms. Bartrow Ms. Medrano
Ms. Perez Ms. Puente
Ms. Therrell Mr. Salisbury

Fourth Grade

Ms. Bucholz, Math/Sci. Ms. Boomla, LA/SS/Sci
Ms. Spencer, Rdg./LA/SS Ms. Grijalva, Math/SS
 Ms. Aponte, Rdg./SS

First Grade

Ms. Castro, Math/SS Ms. Marquez, LA/ESL/Sci./SS
Ms. Huffstickler, LA/Sci./SS Ms. Oliveros, SRdg./SS
Ms. Westmoreland, Rdg./SS Ms. Pizana, Math/SS

Fifth Grade

Ms. Baccarini, Math/Sci. Ms. Rodriguez, Rdg./LA/SS
Ms. Lewis, Rdg./LA/SS Mr. Tekeba, Math/Sci.

Second Grade

Ms. Arias, Rdg./SS Ms. Arevalo, SRdg.
Ms. Arredondo, LA/Sci./SS Mr. Regalado, LA/ESL/Sci./SS
Ms. Dickey, Math/SS Ms. Reyna, Math/SS

Special Education

Ms. Morah Ms. Sterling

Ancillary

Computer: Ms. Elizondo Music: Ms. Matos
Library: Mr. Birk Intervention: Ms. Gonzalez
PE: Coach Towns

Magnet

PK-2nd Science: Ms. McDonald
3rd-5th Science: Ms. Lofquist

Teacher Assistants

Ms. M. Castro Ms. Villanueva
Ms. Hernandez Ms. S. Rodríguez
Ms. M. Rodríguez Ms. Jackson
Ms. Perez Mr. Martinez
Ms. Montez

Custodians

Ms. Palmas
Ms. Mata

Berry School Compact

Working together, teachers, parents, and students will form a partnership to help each child achieve success in school. Our united effort will benefit your child by supporting his/her success in school.

I. School:

1. The school will provide high quality curriculum and instruction in a supportive and effective learning environment.
2. Provide reasonable opportunities for parents to volunteer and participate in their child's class.

II. As a teacher, I will:

1. Provide a positive learning environment for my student.
2. Make my student aware of my expectations for his or her success in school.
3. Teach strategies to help my student become a better reader and writer.
4. Teach students responsible behaviors that lead to success.
5. Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means.

III. As a parent/guardian, I will:

1. Send my child to school ready to learn.
2. Make my child aware of expectations for his or her success in school.
3. Provide a quiet place for my child to do homework and check to see that it is completed.
4. Demonstrate interest in what my child is learning.

IV. Student:

1. I will come to school ready to learn.
2. I will maintain a positive attitude toward learning and believe in my ability to succeed.
3. I will do my homework and turn it in every day.
4. I will respect myself and the rights and property of others.

Houston ISD Electronic Device Advisory Form

School Year: _____

Grade Level: _____

Campus Name: _____

Homeroom Teacher Name: _____

"As per the Texas Education Agency (TEA) and Houston ISD, the use of cell phones and other personal electronic devices during testing is not permitted. I understand that I must power off my electronic device(s) and turn it in to the Test Administrator to hold until ALL students have completed the test. Being in possession of any electronic device(s) will be reason to have my test picked up and NOT SCORED. I understand that I will then have to turn in my phone, and that disciplinary action will be taken by campus administration."

I understand and will comply with the directions regarding any electronic device.

Student Printed Name

Date

Student Signature

Date