



Student Handbook

Ketelsen Elementary Bell Schedule 2015-2016

Students:

Monday- Friday

7:40 a.m. - 3:00 p.m.

**7:45 a.m. Tardy Bell:
Morning Announcements**

Telephone Directory

Main Office (713) 220-5050 ext. 312, 365

Attendance (713) 220-5050 ext. 305

Principal (713) 220-5050 ext. 301

CYNTHIA BANDA, PRINCIPAL

JACQUELINE R. GREEN, ASSISTANT PRINCIPAL



Principal's Message

Welcome to Ketelsen Elementary



The 2014—2015 school year was busy but very rewarding. Our teachers and staff members worked very hard to ensure our students were well prepared for all district and state exams. I am very proud of our teachers, staff members, and students. Parents thank you for your commitment and support of our goal; to provide an exemplary education to every child we serve. We look forward to another awesome school year 2015- 2016

Our school motto is "Excelling Beyond Limits!" Our School theme is "Reading, It's Just Fun!"

PTA

The PTA will meet on the first Tuesday of each month at 8:30 a.m. in the cafeteria.

School Hours

School begins at 7:40 a.m. daily. Please make sure your child is present and on time.

If your child arrives after 7:45 a.m., he/she is considered late.

Si su hijo llega después de 7:45, él/ella se considera tarde.

7:40 a.m. First BellTeacher's Sign—in

7:45 a.m. Second Bell All Students should be in Class

3:00 p.m. Dismissal Bell (Mon- Fri.)

Teachers will escort students to assigned exits; all parents will be issued student dismissal passes. Parents please show the pass to the teacher when picking up your child at dismissal.

EARLY DISMISSAL DAYS

TUESDAY	SEPTEMBER 22, 2015	12:30 P.M.
WEDNESDAY	OCTOBER 28, 2015	12:30 P.M.
WEDNESDAY	NOVEMBER 18, 2015	12:30 P.M.
WEDNESDAY	JANUARY 27, 2016	12:30 P.M.
WEDNESDAY	FEBRUARY 24, 2016	12:30 P.M.

Attendance

Your child's education depends on attendance. According to Senate Bill 1432, parents/guardians are responsible to ensure their children are attending school daily. The bill requires a school to record the name, address, and date of birth of the person enrolling the child. The bill also requires the school to report and file a complaint with the Harris County Justice of the Peace Courts against the student's parent/guardian when a child is absent-unexcused on three days within a four week period or ten days within a six-month period.

Arrival Time: 7:40 a.m. Dismissal Time: 3:00 p.m.

Any student entering the classroom after 7:45 a.m. is required to have a tardy slip from the office. Teachers are also required to record tardies and absences in the grade book. Students will not be allowed to enter their classroom without a tardy slip.

Board Policy on Classroom Attendance

All students who are absent are required to present a written excuse within three days of their return. The only acceptable excuses for absences and tardiness are personal illness, sickness, or death in the family, quarantine, weather, or road conditions making travel dangerous, participation in school activities with permission of the principal, and emergencies or unusual circumstances recognized by the principal or person designated.

Checking Students Out Early

Please do not request to pick your child up early between:

2:30 p.m.—3:00 p.m. (Mon. - Fri.), If student has any medical appointments please pick them up before the deadline.

No Exceptions! Unless it is an extreme emergency.

The teachers are closing their lessons for the day and multiple distractions cause disruptions in the learning process. The office staff has been instructed not to call for students during these times. If it is an emergency please ask for Ms. Green or Ms. Banda and we will assist you.

Conduct

The HISD's Student Code of Conduct Handbook guides the behavior of our students at Ketelsen. If a student violates one of the rules addressed in the Student Code of Conduct, he/she will receive the consequence outlined in HISD's Code of Conduct handbook. Each student will receive a copy of HISD's Student Code of Conduct Handbook. Please review these rules with your child in order to reinforce acceptable school community behavior. If you have not done so already, please sign and return the Code of Conduct Agreement Form.

Level I - Violation of Classroom Rules

Level II - Administrative Intervention

Level III—Suspension and / or Optional Removal to a Disciplinary Alternative Education Program

Level IV—Required Placement in a Disciplinary Alternative Educational Program

Level V—Expulsion for Serious Offenses

Office

Level III and IV

Examples:

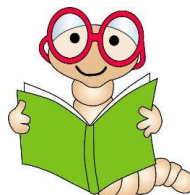
1. Fighting
2. Obscene gestures to teacher
3. Profanity to the teacher
4. Offensive language or gestures to teacher
5. Stealing
6. Serious acts of disobedience

Teacher

Level 1

Examples:

1. Not doing homework
2. Excessive talking
3. Refusal to participate in classroom activities
4. Horseplay, making excessive noise
5. Refusing to complete assignment
6. General disruptions
7. No uniform Level II



Safety and Security

PLEASE DO NOT DROP ANY CHILD OFF PRIOR TO 7:15 A.M. *It is unsafe for the children.*

Students are supervised after 7:15 a.m. daily for breakfast. School dismisses at 3:00 p.m. (Mon. - Fri.)

REMEMBER STUDENTS MUST BE PICKED UP ON TIME DAILY.

When picking up your child during the school day, PLEASE make sure you provide current **photo identification**.

If a person other than yourself will be picking up your child, please ensure that person is on the Emergency Contact Form and has a valid form of ID.

Visitors

All visitors **MUST** sign in at **the front office** and receive a visitor's badge.

Uniforms

Uniforms are **REQUIRED** at Ketelsen Elementary School.

First class Breakfast is scheduled for the 2015-2016 school year.

CAFETERIA MANAGEMENT

- The Cafeteria Management Team requests your assistance and support in maintaining good cafeteria behavior. Please review the following rules and consequences regarding cafeteria behavior with your student.

Cafeteria Rules:

1. I will stay in my seat and raise my hand.
2. I will keep my hands and feet to myself.
3. I will not share my food with others.
4. I will pick up my tray and all trash when I leave.
5. I will eat, not throw or play with or spit my food.
6. I will talk in a 6 inch voice.
7. I will stand in line quietly.

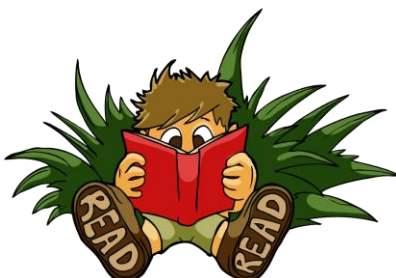
CONSEQUENCES

The Cafeteria Management Team will monitor classes. Individual written reports of disruptive behavior will be given to the managers so that the teacher can make individual corrections.

VOLUNTEERS

All parent volunteers must be registered using the VISITS system each school year. Ms. Reyes, the VISITS Coordinator will assist parents with the registration process.

Parents that are used as chaperones or classroom helpers on a regular basis must have a background clearance on file. Please adhere to these HISD guidelines. **VISITS updates each school year.**



PARTY PROCEDURES

Two parties per year are permitted for each class (December/May). Room parents and their helpers may help take care of these two functions for the classroom teacher.

No unscheduled parties are to be held. Birthday parties are no longer allowed in the cafeteria. Parents need to have a background clearance on file to help in the classroom. Individual parties for students may be held 20 minutes before dismissal with prior **principal approval**.

TEXTBOOKS

- Textbooks will be handled and issued by Ms. Reyes.
- At the end of the year all books and some workbooks are to be returned as issued.
- **The student, parent or guardian is responsible for:**
 - ❖ Reimbursing the school for any damage to or loss of textbooks issued to the student.
 - ❖ Returning all textbooks at the end of the school year.
 - ❖ Keeping textbooks covered.

HOMEWORK

Purpose

Houston Independent School District policy approves the use of homework for students. Homework used effectively, increases pupil achievement and provides parents with some idea of the instructional activities that are taking place during the school day. Homework is a meaningful extension of the school day.

Guidelines

Each teacher is expected to systematically assign homework daily, offer direction, and evaluate student work.

A **standard** homework assignment should include Pre-K- 2nd; 20 minutes and 3rd - 5th; 45 minutes.

Homework builds upon concepts and skills previously introduced in the classroom.

Homework should encompass a variety of activities.

There are three types of homework: **practice** which reinforces newly acquired skills; **preparation** helps students get ready for activities that will take place in the classroom; **extension** activities frequently are long term continuing projects that parallel class work.






Homework encourages independent learning, responsibility, and self-discipline.



HISD 2015-2016 Academic Calendar

Houston Independent School District

JULY 2015							AUGUST 2015							SEPTEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	6	7	8	9	10	11	12
5	6	7	8	9	10	11	2	3	4	5	6	7	8	13	14	15	16	17	18	19
12	13	14	15	16	17	18	9	10	11	12	13	14	15	20	21	22	23	24	25	26
19	20	21	22	23	24	25	16	17	18	19	20	21	22	27	28	29	30			
26	27	28	29	30	31		23	24	25	26	27	28	29							
							30	31												
OCTOBER 2015							NOVEMBER 2015							DECEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
JANUARY 2016							FEBRUARY 2016							MARCH 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				
APRIL 2016							MAY 2016							JUNE 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Key		Holidays		
	Holidays	September 7, 2015	Labor Day	
	Early Dismissal Days (2 1/2 hours early)	September 23, 2015	Fall Holiday	
	Teacher Service Days	November 25-27, 2015	Thanksgiving	
	Teacher Preparation Days	December 21, 2015 - January 1, 2016	Winter Break	
	Make-up Days (if needed)	January 18, 2016	Martin Luther King, Jr. Day	
	May 26 - First make up day if needed, moves Teacher Prep to May 27.	March 14-18, 2016	Spring Break	
	May 27 - Second make up day if needed, moves Teacher Prep day to May 31.	March 25, 2016	Spring Holiday	
Significant Dates		Grading Periods		
August 10, 2015	Teachers report to work	6 Cycles	Report Card Dates	
August 24, 2015	First day of school	Aug 24 - Oct 2	28 days	October 9, 2015
December 18, 2015	Last day of first semester	Oct 5 - Nov 6	25 days	November 13, 2015
January 5, 2016	First day of second semester	Nov 9 - Dec 18	27 days	January 8, 2016
May 25, 2016	Last day of school*	Jan 5 - Feb 12	28 days	February 19, 2016
May 26, 2016	Last day for teachers*	Feb 15 - Apr 1	29 days	April 8, 2016
	*pending use of make-up days	Apr 4 - May 25	38 days	May 25, 2016 ES/MS June 3, 2016 HS
Prekindergarten Grading Periods		4 Cycles		
3 Cycles	Report Card Dates	Aug 24 - Oct 23	43 days	October 30, 2015
Aug 24 - Nov 6	53 days	Oct 26 - Dec 18	37 days	January 8, 2016
Nov 9 - Feb 12	55 days	Jan 5 - Mar 11	48 days	March 24, 2016
Feb 15 - May 25	67 days	Mar 21 - May 25	47 days	May 25, 2016 ES/MS June 3, 2016 HS