A picture containing logo

Description automatically generated

**DORA B. LANTRIP ELEMENTARY**

**100 TELEPHONE RD.**

**HOUSTON, TEXAS 77023**

**(713) 924-1670**

**A NOTE TO STUDENTS:**

Welcome to Dora B. Lantrip Elementary! We are happy to serve you with the best education possible. We want you to have a safe and happy environment where you can learn at your highest potential. We have high expectations and know that you can achieve them. Make sure you are reading 20 minutes a night. Stay focused and you can reach all your goals. I encourage you to make friends and become involved in the many activities available. Welcome to our family of environmental stewards.

**NOTES TO THE PARENTS:**

Welcome to the Lantrip Family! We look forward to an exciting and enriching school year for our students. Our learning community is ready to work together to provide the best education possible for our students. Our expectation is to provide excellence in the teaching and learning process. Working together as a team benefits all, especially our students. We each have a part to play in ensuring that all students in every grade level are active, proficient readers and writers. We need your continued support in the implementation of the school uniforms, and in monitoring reading at home. Through your continued support of our efforts, and the guidance you provide your children at home, we will have a successful school year. If you have any questions, please feel free to contact us at 713-924-1670.

Rhonda Schwer

Principal

**Lantrip’s Mission Statement**

**At Lantrip we build a solid foundation to grow future leaders by providing all students the opportunity to achieve excellence.**

**Environmental Pledge**

**We will protect our planet and encourage**

**others to do the same.**

**Motto**

**Why do we need knowledge?**

**Because we are going to college**

**Text

Description automatically generated**

**POLICIES, PROGRAMS, PROCEDURES**

***DAILY SCHEDULES***

STUDENTS ARRIVE ON CAMPUS 7:05-7:45 A.M.

STUDENTS REPORT TO CLASS: 7:30 A.M. Tardy to school 7:50AM

PRE-K - KINDER: 7:30 - 2:35 P.M.

1ST thru 5TH: 7:30 - 2:55 P.M.

To ensure the safety of our children, students are not allowed to come on campus before

7:05a.m. Students are dismissed at 2:55 p.m. and should not stay on campus after 3:25 p.m. No adult supervision is available.

***ATTENDANCE POLICY***

According to State requirements, an elementary student must be in attendance every day of the school year to be promoted to the next grade and authorizes school officials to excuse absences only in excruciating circumstances. In May, an attendance committee will review the records of any student not meeting the criteria to determine if he/she will progress to the next year. Students who are absent must present a written excuse. In the event that students are habitually tardy they will be given a consequence. Notes will be sent home to notify parents of this. The only acceptable excuses for absences and tardies are:

1. Personal Illness
2. Sickness or death in the family
3. Weather or road conditions making travel dangerous
4. Participation in school activities with permission of the principal
5. Emergencies or unusual circumstances recognized by the principal or designated
6. person.

\* Official HISD and State attendance is taken at 9:45 a.m. for the entire day. Children present

at 9:45 a.m. are marked present for the day. Those who are absent at 9:45 a.m. are counted

absent for the day. A student may be counted present if he/she has a medical appointment

providing that the student attends school that day.

**REGISTRATION REQUIREMENTS**

For a child to be registered for school it is necessary to have the

following items:

1. Proof of residence, such as a paid utility bill or rent receipt, with
2. the correct name and address.
3. A certified copy of birth certificate or birth registration card.
4. Immunization record for the student.
5. A report card from the last school attended.
6. Social Security Card if available.
7. If enrolled during the current school year, a withdrawal sheet from the previous school.
8. Guardianship papers if the student is residing with someone else other than the parent.

**AGE REQUIREMENTS**

Kindergarten children must be five years of age on or before September 1 of the current year for enrollment. First grade children must be six years of age on or September 1 of the current year for enrollment.

**PRE-KINDERGARTEN**

Children entering Pre-kindergarten must qualify for the program. The child must be

eligible for free or reduced lunch, eligible for the bilingual program, or military family.

**TRANSFER PROCEDURES**

Advance notification (2 days) is needed to complete the check-out 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. In elementary

school, the parent must come withdraw the child. The completed check-out form must be taken to the new school with a copy of the last report card attached, if available. We appreciate your cooperation in giving us a 2-day advance notice however we are aware that emergency situations do arise which would require us to speed-up the withdrawal process.

**ENROLLMENT FORMS**

For the school to handle emergencies, you must fill out two

enrollment forms at the time of enrollment. **If your**

**address, telephone, name or other information changes, please**

**notify the office as soon as possible.** We must have an emergency

phone number.

**SCHOOL COMMUNICATIONS**

Children will often be given notes to take home. Please encourage your

child to bring these to your attention. Monthly calendars are also sent

home with the student the first week of the month. .

Our school communication method is ClassDojo. Please make sure you have ClassDojo account and are checking it regularly for school and classroom updates.

**PROGRESS REPORTS TO PARENTS**

Report to parent notices will be sent home by the teacher to the parent/guardians of all students doing unsatisfactory for that grading period. These notices are to be signed and returned to your child's teacher. Report to Parent notice will be sent home according to the following schedule:

Table

Description automatically generated

**LANTRIP’S GRADING SYSTEM**

The Houston Independent School District is using a new grading system called PowerSchool.

Parents will have an opportunity to see the child’s grade online. Directions for logging into PowerSchool can be found on the school website.

A 90-100 Excellent

B 80-89 Good

C 75-79 Fair

D 70-74 Passing

F 50-69 Failing

Your child's teacher will also be able to assist you, should you have any questions during the

school year. Report Cards will be issued every six weeks for grades Kindergarten-Fifth and

every 12 weeks for Pre-Kindergarten students.

**HOMEWORK**

Regularly assigned homework assists pupils in achieving

satisfactory school progress and develops good study habits and

responsibility. Assignments are the outgrowth of classroom work

and provide practice. Maintenance homework is assigned Monday

through Friday.

In an effort to improve and practice reading skills Lantrip, will continue the Family Home

Reading Program. Lantrip students are required to read, or have someone read to them, **for a**

**minimum of 20 minutes each evening.** This is part of their homework assignment. Students may read any age-appropriate book, picture book, fiction, or magazine of interest.

It is each student's responsibility to complete homework assignments and meet all deadlines.

Students are assigned homework assignments. However, it is the responsibility of the parent to show interest, provide guidance and a motivating environment.

The following homework suggestions may help YOU help your children:

* Choose an area where you and your child can read together for 20 minutes or more each day.
* Schedule a specific time for the whole family to read for 20 minutes or more each day.
* Make sure the television and radio are turned off in the room where your child is studying.
* Be a reading role model. Let your child see you read.
* Check your child's homework and provide positive comments.
* The most important suggestion is to have FUN helping your child learn!
* If your child is having difficulty with the assignment, ask your child's teacher how you can help.

**HEALTH**

***MEDICATION***

H.I.S.D. board policy prohibits school personnel from administering any medication, including

aspirin, during school hours. If a child must take a long-term medication, the school will

provide parents with a form to be signed by a physician stating this need. This form must be

renewed annually.

**I*MMUNIZATIONS***

All students are required to have current and updated immunizations as

required by law. It is the responsibility of the students and parents 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 contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law. All students must have the required immunizations: DPT, DPT series, Polio series, 2 doses of MMR- Hep B series and Varicella.

***CONFERENCES AND VISITORS ON CAMPUS***

Parents are always welcome on our campus. H.I.S.D. policy specifies that all visitors must

check in at the main entrance or the office before going to a classroom. This is for the

protection of all our students. All visitors must have their I.D and check in through the Raptor system before being allowed inside the building.

Parents are invited to help in the school or may be contacted by the teacher to attend a

conference. It is in the best interest of the teacher that conferences be held after school or

during the teacher’s conference period instead of during instructional time. Please feel free to

call and schedule an appointment for conference with your child's teacher when you feel the

need for one.

**DRESS CODE**

The parents of our community set high standards for appropriate school attire and encourage personal cleanliness for their children. When children are taught that they are representatives of their family and school community, it is reflected in the way they dress. At Lantrip we believe that a student's appearance can influence behavior and affect the learning environment. The following guidelines will assist students, parents, and teachers in the implementation of Lantrip's dress code.

***GENERAL GUIDELINES***

• All students are required to wear **Lantrip school uniforms.**

• Uniforms consist of:

**Boys**   **Girls**

Khaki or Navy shorts/slacks Khaki or Navy shorts, skirt, jumper or pants

**Green, Navy, or White polo/ collared shirt**  **Green, Navy or White Lantrip-Logo/ collared shirt**

• Make-up is not permitted.

• Proper shoes should be worn for school and P.E. Slides, thongs, high heels, sandals, crocs or

cleats are not permitted.

• Student's hair is to be clean, neatly cut, and combed.

• Extreme hair styles and colors are not permitted.

In the event that students are not in uniform, the following consequences will be enforced:

1. If the student fails to wear the required uniform: the student will be sent to the office and provided a school uniform, if possible. Parents will be asked to bring the uniform to school.
2. Second failure to wear the required uniform: his/her parents will be contacted. Parents will be asked to bring the uniform to school.
3. Repeated failure to comply will require a parent conference.

\*\* If you are in need of assistance with dress-code clothes, please notify the WrapAround Specialist, Ms. Garza.

We would like to thank you in advance for your continued support in implementing Lantrip's

dress code. Last year we had a tremendous response and know that this year we will be equally successful.

**SCHOOL ENVIRONMENT AND SAFETY PROCEDURES**

All parents, Students, Faculty and staff are asked to comply with the

following safety procedures:

• Our school circle drive near the cafeteria will be used as drive through only from 7:05 a.m.-

7:45 a.m. to drop off children.

• Parking is not allowed in the circle drive during drop off.

• Private school buses are authorized to use the big circle drive nearest the music room for

dropping off or picking up students only.

• The loading dock nearest the cafeteria/kitchen area must remain clear at all times. This

serves as an emergency exit during school hours.

• Because the safety of our children is one of our main concerns, failure to observe any and all

safety procedures may result in a traffic citation being issued by city officials.

* Parents should park at least 300ft away from crosswalks where crossing guards are present to ensure the safety of students and parents.

**STREET CROSSING**

H.I.S.D. places crossing guards at the intersections of Polk and Sidney and at

Telephone and McKinney from 7:05 a.m.-7:45 a.m. and from 2:30 p.m.-3:30

p.m. to supervise our children. Children who wish to cross the street must cross at the

* supervised areas. No children should cross the street in the middle of the block. Parents should park at least 300ft away from crosswalks where crossing guards are present to ensure the safety of students and parents.

**PARENTAL INVOLVEMENT**

Our parents are welcome to volunteer at our school in the following ways:

* Attend a field trip
* Attend parent meetings
* Read to a class
* Work in the office
* Work in the library
* Cafeteria assistance
* Donations (classroom)
* Help in the garden or during Garden Day
* After school sales
* Tutor a student
* Nurse's office assistance
* Help teachers with clerical work in your home
* Helping with classroom events
* Distribution of fruits/veggies with Brighter Bites

Please speak to your child’s teacher about volunteering or ask at the main office. Thanks for

continuing to make your child's education a priority in your life.

**DISCIPLINE**

Rules of conduct are established to achieve and maintain an orderly environment conducive to

learning. Lantrip's rules are in accordance with established district policies and procedures

(outlined in the H.I.S.D. Student Code of Conduct). Students will be treated reasonably, fairly

and with patience, however, violation of district and school rules will not be tolerated.

***SCHOOL RULES***

1. Students will be expected to respond in a positive manner to the directions of all staff

members and parent volunteers.

2. Students should respect the personal rights and property of their classmates and others.

3. Students are encouraged to help maintain a neat and orderly school environment.

4. Profanity or vulgar expressions of any kind are absolutely unacceptable.

5. Students are expected to refrain from rough or aggressive play; which may result in injury to

themselves or others.

6. Fighting, provoking a fight or intimidation is prohibited.

7. Students should walk in a quiet and orderly manner.

8. Students should not bring items to sell at school.

It is the responsibility of the parents and students to become familiar with the provisions of the H.I.S.D. Code of Student Conduct as well as the rules and regulations of their school. The

Code of Student Conduct is sent home and is available in the school and in the central office.

The Code specifies the rights and responsibilities of students, parents, teachers and

administrators. Furthermore, we encourage you to adhere to school and district rules and

regulations so that the students' educational opportunities may be maximized.

**Cell Phones**

During school hours, students are not permitted to use their cell phone for any reason. Phones should be turned off and put away in the student’s backpack. In the event of an emergency, parents may contact the front office to send a message to their child. If a student is seen using their phone during the instructional day, the phone will be taken to the front office and a parent must pay a $15 fee to pick up the device.

**CAFETERIA RULES**

1. Walk quietly when entering and leaving the cafeteria.

2. Speak in a low and pleasant voice.

3. Go through the lunch line once.

4. Stay in your seat until your class is dismissed.

5. Make sure your trash is thrown away and that your

area is cleared before you leave.

***CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR***

The following consequences are given for inappropriate behavior at Lantrip:

* Give a warning to the student.
* Call the parent and request a conference.
* Assign the student to lunch detention.
* Assign the student to after school detention.
* Provide some type of in-house suspension.
* Suspension.
* If students are to be kept after school for any reason, the parents will be notified in advance.
* District policy does not allow any form of corporal punishment. Corporal punishment is defined as any physical contact with the child that could possibly be constructed as punishment.

**ASSISTANCE/ROLES**

***School/District Assistance***

As soon as a student's performance indicates the student might fail, the classroom teachers,

specialists at the school, and/or district specialists will take steps to help the student improve.

Teachers will communicate with parents regarding student progress and improvement plans as soon as they see problems in student achievement. Parents must work with their children and the school to meet promotion standards.

***Family Role***

To help your child meet promotion standards:

• Ask your child daily about what he/she did in school.

• Ask about and follow homework study plans.

• Plan family learning activities that will reinforce your child's learning.

• Make and use oral or written contracts with your child and his/her teachers.

• Participate in school events so that your child knows you think the school is important.

• Attend teacher/parent conferences regularly.

• Be sure that children are in school every day for the full day.

• Make doctor and dentist appointments during non-school hours.

• Read with your child for at least 20 minutes every night.

***Student Role***

* To meet promotion standards, students should:
* Follow homework study plans.
* Attend school regularly and be on time.
* Bring supplies to class.
* Get organized!
* Write down assignments in a notebook.
* Set aside homework time each day.
* Create a special place at home to put their school materials for the next day.
* Ask questions when they don't understand what they are being taught.
* Respect themselves, other students, and school authorities.
* Attend after-school/Saturday tutorials if available.
* Ask their teachers for extra help when they need it.

Dora B. Lantrip Elementary

Grade Level Environmental Themes

2022 - 2023

Pre-K= Agriculture Plants & Animals

Kinder= Endangered Species

1st Grade= Rainforest

2nd Grade= Water

3rd Grade= National Parks

4th Grade= Oceans of the World

5th Grade= Weather