



HOUSTON INDEPENDENT SCHOOL DISTRICT



205 N. Delmar St.
Houston, Texas 77011
713-924-0350 * Fax 713-924-0390

Note to parents:

Welcome to the 2022 – 2023 school year. We are looking forward to an exciting and enriching school year for our students at Ninfa Lorenzo Early Childhood Center. It is our desire to work together to provide the best education possible for our students. This year we will have many opportunities for you to be involved at our school. Through your continued support and the guidance, you provide for your children at home, we will have a successful school year. If there is ever anything you wish to discuss with me, do not hesitate in contacting me at 713-924-0350.

Sincerely,

Ms. Janet Benavides, Principal

Ninfa R. Lorenzo Early Childhood Center



Office Hours

7:00 a.m. to 4:00 p.m.

No student should be dropped off prior to 7:20am

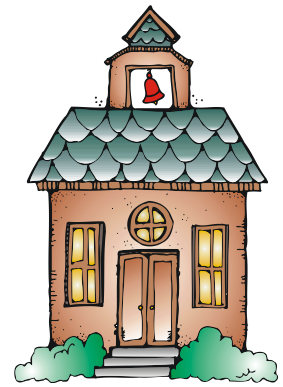
School Hours

Monday thru Friday

7:30 a.m. – 3:00 p.m.

Breakfast (served in the classroom) 7:30 a.m. – 8:00 a.m.

****Reminders will be announced in monthly calendar/newsletters****



Important Dates

2022 – 2023

Please note that this calendar only applies to Ninfa R. Laurenzo E.C.C. and may vary from other HISD schools.

August 22, 2022	First day of School
September 5, 2022	Labor Day. No School
October 4, 2022	Teacher Service Day- No School
September 21, 2022	Open House
October 5, 2022	"Fall Holiday" – No school
October 8, 2022	Report cards go home
November 18, 2022	Report cards go home
November 21-25, 2022	Thanksgiving Break – No school - Holiday
December 22, 2022, thru January 6, 2023	Winter Break – No School
January 9, 2023	Report cards go home
January 16, 2023	Martin Luther King, Jr. Day – No School
February 20, 2023,	Teacher Service Day
March 3, 2023	Report Cards go home
March 13-17, 2023	Spring Break – No School
March 31, 2023	Chavez-Huerta Day
April 7, 2023	Spring Holiday
April 20, 2023	Report cards go home
April 21, 2023	Spring Holiday

May 29, 2023	Memorial Day
May 31, 2023	Last Day of School– Report cards go home

Breakfast and Lunch

HISD is committed to providing nutritious, well balanced breakfasts and lunches to help students perform better in all areas of their lives, including academic achievement. Each of the approximately 250,000 meals served daily by Food Services meets or exceeds the USDA's daily dietary requirements as outlined under the National School Breakfast and Lunch Program.

Meals are available to qualifying students at no cost or at a substantially reduced rate. Applications forms are available at each school and through HISD Food Service Dept.

For more information, including menus and forms, visit the HISD Food Service website at (www.houstonisd.org/foodservice).

More Contact Information:

U.S. Mail-

Food Services Administration

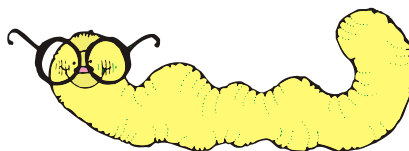
Houston Independent School District
6801 Bennington Street
Houston, Texas 77028

HISD Food Services Telephone: 713-491-5700

E-mail for any Questions, Concerns and Comments:

Feel free to contact Food Services Administration with questions, concerns, or comments you have about any food services matter by sending an e-mail to:

fsresponseline@houstonisd.org



Uniforms

GIRLS

- Skirt – Khaki or Navy blue
- V-neck jumper – Khaki or Navy blue
- Pants – Khaki or Navy blue
- Short – Khaki or Navy blue
- Blouse – w/collar – short or long sleeve – light blue, white, yellow
- Polo shirt –w/collar, short/long sleeve, light blue, white, yellow

BOYS

- Pants – Khaki or Navy Blue
- Shorts – Khaki or Navy Blue
- Shirt – w/collar, short/long sleeve light blue, white, yellow
- Polo shirt – short/long sleeve light blue, white, yellow



The school shirt may be used every Friday with jeans. The shirts can be purchased at the beginning and throughout the school year.

Back to School

The Houston Independent School District's *Back to School* publication provides valuable information about the district for parents, students, and anyone interested in getting involved with HISD. *Back to School* includes important dates, details on enrollment, attendance, transportation, promotion standards, graduation requirements, volunteering, and much more. For more information visit our website at www.houstonisd.org or call the HISD Information Center at (713) 556-6005.



Closing of Schools

The Superintendent of Schools may close schools and offices due to inclement weather or emergencies (e.g. flooding, icy roads, power failures, etc.). HISD announces such closings on through its telephone and email notification system, Connect-ED. This information is also announced on radio and television stations and posted on the HISD Website. HISD's Superintendent of Schools will decide whether to close the school district, and then make an official announcement.

Under both emergency closing plans **A** and **B**, students will be excused from school for the day.

Under Plan **A**:

All employees are also excused.

Under Plan **B**:

Schools are closed, but administrative offices remain open.

Individuals who miss the media announcement can call the HISD's Weather Hotline at (713)267-1704 for details.

Drills-Fire, Tornado and Other Emergencies

During the school year, students and staff will practice appropriate drills for emergency situations. Drills will be done in a quietly, quickly and orderly manner to insure everyone's safety.

SCHOOL'S SECURITY PLAN

To ensure the safety of all students and staff, the following procedures are in effect:

1. School doors will open **no earlier than 7:20 a.m.**
2. Students arriving **after 7:45 a.m.** are considered LATE and must report to the front Reception Desk to sign in and receive a tardy slip to enter the class.
3. All visitors, including parents, must report to the Reception Desk to sign in before visiting any part of the school. Visitors **MUST** wear a **Visitor Pass** at **all times** while in the building.

4. All students will be dismissed from the cafeteria doors and must be picked up **on time**, with both the **Pink Card and an ID card**.
5. **No parking allowed in Student Loading and Unloading Zone from**

7:15 a.m. – 9:00 a.m. and from 2:00 p.m. – 4:00 p.m.

EVERYONE other than the Ninfa Lorenzo students or staff entering the building is considered a VISITOR and must sign in at the Reception Desk and obtain a VISITOR PASS.

Attendance:

HISD Federal and State Compliance Department (713)-556-6753

It is the parent's responsibility to require the student to attend school, monitor the student's attendance, and request a conference with the principal to discuss any concerns about attendance, **to meet our school goal of 97% daily attendance, each student may NOT have more than FIVE (5) absences during the school year.**

State Law provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four-week period or for 10 or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.

Our goal this year is to stay above **97% daily attendance**. Regular attendance is essential to the student's success in school. Persistent absenteeism creates a genuine hardship for a student and can create a serious problem. **Attendance is taken daily at 9:30 a.m. If the student is not in school at 9:30 a.m. the student is considered ABSENT for the day.** The following lists of circumstances are the only excuses recognized for an absence:

1. Personal illness
2. Family illness
3. Death in the family
4. Religious holiday
5. Inclement weather

A written note from the parent or doctor must be sent to the teacher upon the student's return to school.

Absences:

Attendance is a vital step in our student's education. Students are expected to be **on time and present** in school **every day**. Whenever a student is absent from school, the parent or guardian must send a dated written notice with reason with the date of absence, parent's signature or a doctor's note to the teacher within three days after the student returns from the absence. If the student will be out for more than 2 consecutive days, please notify the school of the nature of the absence and when the student is expected to return. **A referral will be made to the Attendance Officer after student has accumulated two (2)**

unexcused absences. The School Attendance Committee will review excessive unexcused absences that can cause withdrawal from the Pre-Kindergarten program and/or fines.

A student with a medical/dental appointment who is out of class at the time ADA attendance is taken, may be counted present provided that he/she has been in attendance sometime during the school day. The student must be here either before the medical/dental appointment or return after the appointment. The appointment should be supported by a document such as a note from the health care professional.

“Out of Town” is considered unexcused absences. The following list of circumstances is the only valid excuses recognized by the school: personal family illness, death in the family or religious day.

Tardiness:

Students are tardy after 7:45 a.m. After this time parents should come inside to sign in their child.

Students must bring a written excuse note to explain the tardiness. The only acceptable excuses for tardiness are weather conditions, emergencies or unusual circumstances or participation in school activities recognized or permitted by the principal.

Supervision will be done daily for tardiness. **If a student has five (5) or more tardies during any nine-week period, he/she will not qualify for a Perfect Attendance Award.**

Leaving Early

If you need to pick up your child due to an emergency, **students must be picked up no later than 1:45 p.m. (Monday thru Friday) and before 11:30 a.m. on Early Dismissal days.** Any parents and/or relatives arriving after hours will have to wait until dismissal time. The student will only be released to the people listed on the Enrollment Card or Rainy Day form. **Identification will be required before signing out a student.** Persons picking up student must be 18 years of age or older, listed as an authorized person and must present an ID. Student will not be released to minors. When possible, all medical and dental appointments should be made alter school hours.

Student Conduct

HISD Student Support Services (713) 556-6500

All students and parents will receive a copy of the *Code of Student Conduct*, which describes disciplinary offenses and how the school district handles them. Parents are responsible for ensuring that their children adhere to the rules and regulations of proper behavior while at school. HISD has an official policy of “Zero Tolerance” for student’s behavior that could disrupt instruction or pose safety hazards on HISD property and at school related events. Such behavior includes the possession of weapons, drugs or alcohol. The *Code of Student Conduct* is also available online (see “Parents and Students” and then look under Students Requirements at www.houstonisd.org.)

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

School Rules

1. Students will be expected to respond in a positive manner to the directions of all staff and parent volunteers.
2. Students will respect the personal right and property of their classmates and others.
3. Profanity or vulgar expressions of any kind are unacceptable.
4. Students are expected to refrain from rough or aggressive play, which may result in injury to themselves and others.
5. Fighting, provoking a fight or intimidation is prohibited.
6. Students should not bring personal items to school.

NO BIRTHDAY PARTIES ALLOWED:

Children are recognized on their birthday by the classroom teacher and the school counselor on the morning announcements. Parents can send snacks/store bought items for snack time. **ONLY** Store-bought Cupcakes can be sent up to the front area and will be delivered to the class by office staff.

NO parent will be allowed to enter the room for snack time. We encourage you to celebrate your child's birthday at home with friends and family. If you choose to invite classmates – you may send invitations for the entire class or hand deliver invitations on your own outside of class time.

Cafeteria Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Classes will sit together at their assigned table. Students are allowed to talk quietly and may leave their table only when excused.

1. Walk quietly at all times when entering and leaving the cafeteria.
2. Maintain a low and pleasant voice level while talking.
3. Remain seated until dismissed.
4. Raise your hand if you need assistance.
5. Tables, seats and floors should be clear of trash.

Due to limited cafeteria space, family is NOT allowed to eat lunch with student.

HISD CAFETERIA GUIDELINES

*Food cannot be shared (siblings may not eat off of each others plates)

*Food may not be taken out of the Cafeteria



Communication

One means of communication to the Parents is through the “Thursday Folder”. Every Thursday, students will bring their communication folder home with weekly flyers, notes, or forms. Please make sure you read the information sent home and that the folder is returned the next school day. The school calendar will be sent home during the first week of the month.

PARENT TEACHER CONFERENCE:

Parents are urged to contact the school whenever the need arises. Teachers may be contacted either by a phone call or note. If you call during instructional hours, a message will be taken, and the teacher will return your call during his/her conference period. Conferences are scheduled at non-instructional times. Appointments may be made by contacting the teacher or calling the Reception Desk to schedule an appointment.

HISD Today

Communication Services 713-556-6130

Email: info@houstonisd.org

Parents can keep informed of HISD events by going to HISD Today which is available on line to the public via HISDConnect ("News@HISD"). Copies are also available at the Hattie Mae West Administration Building located at 4400 West 18th Street, Houston, TX 77092. Phone Number: 713-556-6005.

HISD Television

Television/Media Services 713-556-6066

HISD TV is available 24 hours a day within the Houston city limits on Comcast (Time-Warner) cable channel 18, Phonoscope channel 76, TVMax channel 96, and Suddenlink channel 18. A complete schedule of programs and additional information are available online under (Instructional Media Services).

HISD News Today presents current HISD news and information every day at 6:30 p.m. The show is rebroadcast that same day at 8:30 p.m. and 8:00 a.m. and at noon the following day. Weekend program is also broadcasted on Saturdays at 5:30 a.m. on channel 49 (KPXB-TV- Comcast-Channel 7).

Conflict Resolution

To find a solution to a problem in a fast and satisfactory manner, it is important that the procedures and protocol established by HISD are followed. The key to solving any problem is to communicate in a clear and honest manner. If you do not understand or are not in agreement with some action or norm that affects your child, the first person to communicate with is the child’s teacher. Make an appointment to speak with the teacher regarding the matter. If this does not solve the problem in a satisfactory manner you may speak directly to the Principal, he/she is in charge of the school. If for some reason the

Principal cannot solve the problem, the next step would be to speak with the *Parent Community Assistance*.

Parent Community Assistance: 713-556-7121

Elementary Schools Office

HISD- HMW Building:
4400 West 18th Street, 2nd Floor
Houston, TX 77092-8501

PARENT/TEACHER CONFERENCE

The parent can ask for a conference with the teacher whenever the parent feels it is necessary. You can communicate with the teacher by means of a note or a telephone call to the school. If you call during hours of instruction, we will take a message which will be given teacher so that he/she may return your call.

The conferences cannot be done during instructional time. The conference must be made during the teacher's non-instructional period. The receptionist or any office personnel can inform you of the teacher's non-instructional time. Please call the teacher or the Reception Desk for an appointment.



HOMEWORK

All academic skills are introduced and practiced in class. Homework will be hands-on activities that may include parental involvement. Please find the opportunity to read with your child on a daily basis.



MEDICAL CARE AT SCHOOL

HISD Health and Medical Services 713-556-7280

The school will contact the parents or a designated relative or a family friend if a student becomes ill or suffers an injury. **It is very important that the school has updated phone numbers if and when an emergency arises.**

MEDICATION

Prescription medication can be administered at school only when advance written parental and physical form is on file. Only personnel designated by the principal may administer prescribed medication to a student during the school day. For additional information if you need to discuss any medical condition in regards to your child, please contact the School Nurse at 713-924-0350.

Immunizations

Per Texas Law, all children must be fully immunized in order to enter school. HISD implements protocols per Texas law. Once children are enrolled, the immunizations must be kept current. Parents have 30 days to comply with immunization requirements. After that time, children are subject to withdrawal.

I will try to send a notice in a timely matter but it is the parent's responsibility to keep up with their child's immunizations.



Please schedule an appointment with your child's doctor for his/her yearly checkup so that he/she can receive any required immunizations. Do not take your child to get the four year vaccines before the fourth birthday. HISD only recognizes vaccines that are within 4 days of the birthday. Vaccines that are received more than four days prior to child's birthday will be considered invalid.

For more information on immunizations, or the immunization schedule for Pre-K, visit the CDC website at <http://www.cdc.gov/vaccines/>

Medications



No prescription medications will be administered during school hours without a doctor's order. Any student that is to receive prescription medications during school hours will need to bring in a written doctor's order. Both the doctor and the parent must sign the order form. The parent is responsible for bringing the medication and measuring device to dispense the medication. Medications must be clearly labeled with the name of the medication, name of the child,

doctor's name, amount to be given, route (mode of administration), and frequency(how often).

If your child will need to take medications during school, please come see the nurse so that she can give you the required form.



Fever /Illness

It is important for children to feel their best in order to be able to learn. Children who do not feel well will not be productive in the classroom. Illness is not conducive to learning. Notify the school if your child will be absent due to illness. If your child was seen by the doctor, bring the doctor's note to the nurse. Any child that has a fever of 100.0 or greater will be sent home. **Children must be fever free for 24 hours without the use of any fever-reducing medication such as Tylenol or Motrin before they can return to school.** They must have their temperature checked before returning to their classroom.

Communicable Diseases

In order to protect every child and school personnel from contagious/communicable diseases, HISD has established communicable disease guidelines. Control methods to stop the spread of communicable disease include isolating and sending students who are ill home, especially those who vomit or have a fever greater than 100.0. Some of the communicable diseases that will exclude a student from school are Chickenpox, Measles, Pink Eye, Lice and Tuberculosis. There are more, so for a complete list of communicable diseases, contact the school nurse. Check with the nurse as to when your child can return to school.

Head Lice and Nits



HISD has a no lice policy. This means that if your child has lice, she/he will be excluded from school. Students must be COMPLETELY free of live lice to be permitted back to school. The parent must bring the child to the clinic to be checked before the child can return to class. Head lice are communicable and students must be excluded to stop the spread and protect everyone.

Bathroom Accidents

We require that a complete change of clothes be kept in the classroom for each child. Children must be “potty trained” before they can enter school. If a child should have an occasional accident (which sometimes happens), school personnel will change the child. If a child does not have any clothes to change into, the parent will be notified to bring the child a change of clothes. If the child had an accident because he is sick (i.e. diarrhea, stomach ache, fever, etc.), the parent will be notified to pick up the child.



Shoes



Parents please do not send your child to school with open shoes/sandals. Students may not wear high heeled shoes/boots. On a special occasion such as picture day, your child can wear dress shoes/Sunday best shoes for the picture and change into the tennis shoes after the picture.

Tennis shoes are appropriate for this age group. Velcro is preferred if your child does not know how to tie his/hers shoelaces. This is a safety precaution. Children are more prone to have accidents (trip and fall) with open shoes and untied shoelaces. Remember that children will be doing a lot of walking and exercise during the school day and we want them to be as safe as possible.



Phone Numbers

Parents we need to have accurate phone numbers where you may be reached. In the case of a medical emergency, we must be able to contact you. This is very important. Please update phone numbers when any changes occur. Please try to arrive in 30-45 minutes if you're asked to pick up your child due to illness.



Here at Ninfa R. Laurenzo our number one priority is the children. Our goal is to educate children in as safe environment as possible. We appreciate your co-operation in helping to do so. Keep in mind that everything we do is for the children's best interest. Feel free to contact the nurse at 713-924-0350 with any questions/concerns that you might have.



PARENTAL INVOLVEMENT

HISD VIPS Program 713-556-7290

There are many opportunities during the school year where parent participation will be needed. In order to participate or volunteer at Ninfa R. Laurenzo E.C.C., all parents, family members, or anyone interested in volunteering or participating must register and be approved through HISD VIPS Program (Volunteer in Public Schools). Requirements for volunteering are as follows:

1. Must be 18 years or older.

2. Clear background check (HISD will conduct the back ground check)
3. Sign up online @ www.houstonisd.org (see Community- click on VIPS Login then Register as a new user)
4. Bring picture I.D. to school's VIPS Coordinator

For additional information, contact Ms. Avila, VIPS Coordinator at Lorenzo E.C.C. at 713-924-0350 or contact the HISD Volunteer Department at 713-556-7290.

HISD greatly values our parents and volunteers. We ask all the citizens of the City of Houston to help us by participating in our objective to make our schools the best schools in the country.

Ninfa Lorenzo E.C.C. is governed by a board made up of the Principal, Teachers, Non Instructional Personnel, Community Members, and Parents. This committee, the Shared Decision Making Committee (SDMC), is the ruling body of the school. Every year, there are two spaces on the SDMC reserved for the parents of Ninfa Lorenzo E.C.C. Parents can also address concerns or issues pertaining to school to the SDMC. Monthly calendar on when the SDMC will meet will be available in the Front Office.

LOST AND FOUND

Lost articles can be located in the Reception Area. The parents can stop by the Reception Desk and look for lost articles or turn in articles that have been found. We will maintain articles for reasonable time and if they are not claimed they will be donated.

IMPORTANT TELEPHONE NUMBERS

DEPARTMENT NAME	PHONE NUMBER
Board of Education	713-556-6121
Student Transfers Dep.	713-556-6734
Family and Community Engagement (FACE)	713-556-7290
Counseling and Guidance	713-556-7387
Early Childhood Department	713-556-6823
Federal and State Compliance	713-556-6753

Nutrition Services	713-491-5700
Health and Medical Services	713-556-7280
Student Support Services	713-556-6800
Special Education Services	713-556-7025
School choice	713-556-6947
Transportation Services	713-613-3093 / 713-613-3040
Parent and community Assistance Office	713-556-7121

BOARD OF EDUCATION

The Board of Education is the official organization that formulates the norms and policies that govern the Houston Independent Scholastic District. The nine members represent nine different zones. Each member is chosen for a period of four years:

Contact by Email:

Board Services Office

boardservices@houstonisd.org

Position number one is District I: [Elizabeth Santos](#)

Position number two is District II: [Kathy Blueford-Daniels](#)

Position number three is District III: [Daniela “Dani” Hernandez](#)

Position number four is District IV: [Patricia K. Allen](#)

Position number five is District V: [Sue Deigaard](#)

Position number six is District VI: [Kendall Baker](#)

Position number seven is District VII: [Bridget Wade](#)

Position number eight is District VIII: [Judith Cruz](#)

Position number nine is District IX: [Myrna Guidry, Esq](#)

The Board of Education has meetings open to the public every second Thursday of the month. A list of the agenda that will be discussed in the meetings in the Information Service or Service Bureaus of the Directive Table, both located in the administrative building, 4400 West 18th Street, Houston, TX 77092. The summaries of the agenda are available online (www.houstonisd.org/policyadmin). The public is invited to comment on any subject in the agenda before the vote of the members. In order to take the word it is necessary to score in one hour before the meeting. Each meeting also includes a public hearing. The people who score no later than the 4:30 p.m. the day before the predicted meeting will be able to present/display information or to set out their points of view and their restlessness on any propose initiative by the Directive Table. Each presentation is limited three minutes.

Board Services Telephone Numbers:

Telephone: 713-556-6121

Fax: 713-556-6115

Mailing Address:

HISD Board Services Department
Hattie Mae White Educational Support Center
4400 West 18th Street
Houston, Texas 77092-8501