

## A Note from Principal Thompson

Welcome to the 19-20 school year at Lovett Elementary. I am pleased that you have selected Lovett Elementary to educate your child. At Lovett, we focus on being a tight knit school community that collaborates for the best interest of our children. This handbook is designed to communicate important policies and school procedure that will keep us safe and help make our school year run smoothly. Every parent should become familiar with this handbook and if ever in doubt about a procedure or policy, please feel free to contact the main office for clarification. As we work together there may be a need to fine-tune procedures; we will update this handbook and share updates as an addendum.

I sincerely hope that this school year is a positive experience for your child and your family. I am excited to partner with you to make this a great learning experience for your child.

Regards,

Dawn E. Thompson

By signing this page, I acknowledge that I have received the 2019-20 Lovett

Parent/Student Handbook. I have reviewed it with my child, and we understand and accept Lovett's policies and guidelines.

Please complete and return this page to your child's teacher by Friday, August 30, 2019

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Parent Signature

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Student Signature

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Teacher's Name

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Grade

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Date \_\_\_\_\_

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## **IMPORTANT DATES**

August 26	First Day of School
September 2	Labor Day Holiday, No School
September 3	Open House K, 2nd, and 4th
September 5	Open House, 1st, 3rd, and 5th
September 17	Parent University
September 23	Grandparent's Day Lunch
September 27	Early Dismissal, No extended day
October 9	Fall Holiday-No School
October 18	Early Dismissal, No extended day
October 25	Report Cards
November 2	Fall Carnival
November 8	Early Dismissal, No extended day
Nov. 25-29	Thanksgiving Holiday, No School
December 19	No extended day
December 20	Teacher Preparation Day, No School
Dec. 23-Jan. 3	Winter Holidays, No School
January 6	Students return from Winter Break
January 10	Report Cards
January 17	Early Dismissal, No extended day
January 20	MLK Holiday, No School
February 14	Early Dismissal, No extended day
March 16-20	Spring Break, No School
March 27	Report Cards
March 30	Chavez/Huerta Day, No School
April 10	Spring Holiday, No School
May 25	Memorial Day, No School
May 28	Last day of Extended Day
May 29	Last day of school; Report Cards

## **ACADEMICS/GRADING**

### **Daily Schedule**

7:00 A.M.	Main Entrance Opens
7:00 A.M.	Breakfast Program Begins
7:20 A.M.	Birdwood Rear Entrance Opens
7:30 A.M.	First Bell
7:35 A.M.	2 <sup>nd</sup> Bell
7:40 A.M.	Tardy Bell
2:50 P.M.	Dismissal Bell
6:00 PM	Extended Day Ends

### **Foundation Subjects**

Reading, Mathematics, Language Arts (Language and Spelling), Science, and Social Studies

The criteria for evaluating student achievement in foundation subjects are:

90-100	A	Excellent
80-89	B	Good
75-79	C	Fair
70-74	D	Passing
69 and below	F	Failing

### **Enrichment Subjects**

Fine Arts (Art), Handwriting, Physical Education, Health and Safety, Music, Band, and Orchestra will be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **Conduct Grades**

Conduct grades are determined each grading cycle and indicate the overall behavioral level of each student in grades K-5. They are marked as follows:

E	Excellent
S	Satisfactory
P	Poor
U	Unsatisfactory

A conduct grade of P or U on a student's report card will place the student on a *Discipline Growth Plan*. The growth plan will be placed with the student's report card. Parents may request a conference at this time. Failure to improve will result in dismissal from the magnet program and/or will result in a transfer student returning to their home school.

## **Homework**

Homework assignments are an extension of classroom work to provide drill, maintenance, and good study habits. Assignments are to be worked on by the student with corrections provided by the parents. Homework assignments are written and/or posted on the board daily and students are expected to write homework down. Students in grades 2-5 must use a Lovett Agenda Book provided to the students at the beginning of the year. (Replacements available in the Lovett School Store)

If specific assignments are not made by the teacher, home activities could include practice reading of library books or home readers (20 minutes daily), sight vocabulary flash card drills, math flash card drills, practice spelling words, or handwriting. You may also check our school website for recommended websites that you can use for home practice. Parents help with homework by giving encouragement and by checking the work to see their child's progress.

## **Work Habit Grades**

Students are evaluated in grades 1-5 in separate citizenship areas indicated on the report card. If the student's behavior is acceptable, no

mark is entered on the report card. If the student's behavior is not acceptable, an "N" will be entered indicating that improvement is needed in that area.

## **Communicating Questions/Concerns about Grades**

Parents must raise any questions or concerns about a grade as soon as a concern arises. The suggested time frame is within one week.

- All issues and concerns should be submitted prior to the end of the nine weeks
- Attach a note to the graded assignment or contact the teacher via email or phone to share your concern
- Questions about grades should first be presented to the teacher to resolve

## **Talking with Teachers about Grades**

Resolving grading or other issues in a timely fashion is recommended and encouraged. All issues with grades must be resolved within the same nine weeks as the grade was given. We strongly encourage scheduling a conference with the teacher before an issue arises to establish a relationship and discuss your student's progress.

- Set an appointment at a mutually agreed upon time during the teacher planning period, before/afterschool, or at the discretion of the teacher. Lovett teachers have designated days for team collaboration and are unable to meet during this time. Request the conference via email or written note. Provide at least 24-hour notice of your request.
- Email is encouraged for simple topics like requesting information or providing information. Conferences are encouraged when there are multiple topics to cover or complex issues to discuss.
- Share brief reasons for your request ahead of time to allow teachers to prepare or to invite other needed staff to participate
- Remain professional. Remember to use a calm tone, respectful language, and attentive listening skills

## **Honor Roll**

The criteria of eligibility for the Honor Roll a minimum of all 90's and no more than two 80's; a student must maintain an E and/or S in all enrichment subjects and conduct to qualify for the *Honor Roll*.

## **Promotion Policy**

Promotion standards are set by the district and state and are subject to revision. The district's current promotion standard was released during the 2018-19 school year and indicates the following:

- State requirement of overall yearly average of 70% and above and HISD local requirement of an average of 70% or above in reading, other language arts, math, science and social studies
- Passing grade on High Frequency Word List in grades 1 & 2
- Grades 5 students meeting passing standards on STAAR in Reading and Mathematics
- Sufficient Attendance during the school year

## **Attendance**

Consistent attendance in school is essential to promoting good student interest, performance, and attitude. Lovett will abide by the Houston Independent School District Board Policy governing attendance requirements. Compulsory attendance rules apply to kindergarten through fifth grade students. Chronic absences will be referred to an HISD Attendance Officer and legal action will be taken. The Lovett Attendance Committee will review the records of all students who have 8 or more unexcused absences for the year. Excessive absences could result in non-renewal of your magnet status.

**Daily attendance time at Lovett is 9:40 a.m. If a student is not present at 9:40 a.m., that student is marked ABSENT.** Absences will be marked either excused or unexcused each day. Students who have been absent MUST present the teacher with a written excuse signed by the parent/guardian within three (3) days of the absence. After (3) days the absence will be considered UNEXCUSED. Please be very clear to note the day(s) absent and the reason for the absence. All students will be given the opportunity to make up work for 24 hours after returning to school.

If a student is not on campus at the time attendance is taken, he/she is counted absent. However, students with medical appointments who are out of class at the time official attendance is recorded may be counted present provided they have documentation of the medical appointment (same day) and the student is in attendance for 50% or more of the day.

Students will be excused from attending school for observing religious holy days when it is a tenet of their faith, provided a written request is sent in advance by the parent or guardian.

## **Tardy Policy**

Tardiness will be recorded in the front office. After 3 tardy to school in a nine-week period, the parents will receive correspondence from the attendance clerk. School starts promptly at 7:40 a.m. each day and students checking in after 7:40 a.m. are marked tardy.

It is most important that your child arrive to school on time. Once the tardy bell has rung all children are to report to the office for a late slip. When children are late for school, they miss out on valuable instruction and preparation time.

Chronic or repeated acts of tardiness will be considered conduct violations. Seven (7) tardy in a grading period will result in the student's conduct grade being lowered one letter grade. Tardiness is considered violations of Levels I, II and III in the Houston Independent School District Code of Student Conduct. Repeated tardiness could also jeopardize Magnet transfers.

## **Late Pickup Policy**

School is dismissed promptly at 2:50pm daily. Students who are not picked up by 3:05 are brought to the front office. Any student who is picked up after 3:05 pm is considered a late pick up and parents or guardians will need to sign them out from the office. Seven (7) late pickups in a grading period will result in the student being placed on a Growth Plan. Neighborhood students on Growth Plans may not be able to participate in magnet activities such as field trips or performances and Magnet students placed on a Growth Plan become in danger of not having their magnet transfer renewed for the following year. Lovett does offer a fee based Extended Day program which allows students to stay until 6:00 if your family needs additional time in the afternoon. Please check with our Extended Day coordinator, Tane' Sims for further information.

## **Bicycles**

Students who ride bicycles to school should observe all safety rules as they relate to operating bicycles on the street. Once on the sidewalks adjacent to the campus, students must walk their bicycles to the bicycle

racks and secure them with a chain and/or a lock. The school takes no responsibility for lost/damaged or stolen bicycles.

### **Birthday Celebrations**

Birthdays are a special day for children. You may send cupcakes or cookies in the morning with your child and the classroom teacher will hand them out at an appropriate time providing recognition of their birthday. Please do not send juice, balloons, decorations, gifts bags or items to host a birthday party. Additionally, please do not bring birthday cakes, treats, etc. to hand out during lunch time to students. If ever in doubt, contact your child's teacher. Also, please include all students in a classroom if you are sending birthday invitation to school for distribution.

### **Cafeteria Procedures**

Students may bring lunch, or purchase lunch, milk or a-la-carte items from our cafeteria. Glass bottles and canned, carbonated drinks are not allowed at school. Please also do not send lunch items in glass containers. As we continue to stress good/healthy-eating habits for the children, we ask that you limit the "fast food" lunches that are brought to school. Parents are always welcome to share lunch time with their children, provided they sign-in through the office. While we encourage parents to have lunch with their children, we recommend that this be a special treat for your child and not a daily event. We are unable to accommodate seating for parents at the cafeteria tables as all seats are assigned to students. If space allows, we will designate a space in the cafeteria for parents to sit with their child if this is needed.

Free breakfast and lunch will be provided to all students. Nutrition services asks that all families fill out a socio-economic form to share their information with the district. These forms will come home in first day packets and will need to be returned to the school within the first week.

Parents may bring forgotten lunches to the main office and it will be delivered to your child. Students are not allowed to call home for this purpose. If your child forgets his/her lunch, a lunch from the cafeteria will be provided for them.

### **Cell Phone Policy**

Cell phones and other electronic devices are allowed on campus but must be turned off and not visible during the school day. If a student's cell phone is seen or heard in the school building at any time, the cell phone will be collected. Students may only use a cell phone after school, outside the building, and for transportation purposes. Cell phones are not to be used for games, etc. while waiting for dismissal. If a student wishes to use a cell phone at an unauthorized time for medical purposes, his or her parent or guardian must meet with an administrator regarding this request. It is the students' responsibility to ensure that their devices are always turned off and secured. Other electronic devices (i.e. I-Pods, MP3 players, digital cameras, camcorders, etc.) may not be used during the instructional day and should not be brought to school.

**Any student at Lovett Elementary who violates this policy is subject to the following disciplinary action:**

First Offense: Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. The student will receive a conduct cut and the device will be returned to the student at the end of the day.

Second Offense: Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. The device will be returned only to the parent/guardian. The student will receive a conduct cut and lunch detention.

Third Offense: Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. The device will be returned only to the parent/guardian after a fee of \$15.00 is paid (per HISD Code of Conduct). Student will receive in-school suspension and cell phone is banned from school for the remaining school year.

Violating cell phone policy during testing: Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of the incident and decision. The student will not be

allowed to make up any portion of his/her assessment missed due to this infraction.

Lovett is not responsible for lost, stolen, or damaged cell phones or electronic devices or any charges incurred as a result.

### **Check-Out during the Day**

An adult must come to the office and sign your child out if you need to take your child before the end of the school day. We can only release your child to you, or your designated emergency contact person listed on your child's Enrollment Card. For your child's protection, we will ask for identification. You do not need to sign your child out of school if picked up at regular dismissal time.

The last minutes of the day are very valuable and put final closure to the school day. If you need to check your child out of school early, make plans to arrive prior to 2:30 p.m. To minimize disruptions, students will not be checked out of school after 2:30 p.m. Please notify the teacher in writing so he/she will have your child prepared.

### **Child Custody**

If you are in a shared custody situation, you must notify the office and bring legal documentation of custody; otherwise, under the law, we must provide equal rights to both parents. We are not able to take directives from one parent regarding the other unless said directive is outlined in a legally binding custody document.

### **Classroom Visitation**

Parents who would like to visit the school during the instructional day must make prior arrangements with the teacher. "Drop-ins" are a substantial disruption of the learning process. To avoid interruptions during instructional time, visits to the classrooms will be restricted to 20 minutes or less. When coming to campus for your scheduled visit, be sure to sign into the main office to receive a visitor's badge. The principal reserves the right to deny or restrict visitations that might disrupt the educational process. In addition, the principal or designee may opt to accompany visitors to the classrooms to provide support.

We are anxious to meet with you and to discuss your child's progress. Teacher conferences may be scheduled during the teacher's conference

period to avoid taking time away from the instructional day. Drop off and pick up are not appropriate times to conference with the teacher. At 7:40 am teachers are responsible for monitoring students and are not able to conduct conferences with parents at the classroom doorway.

The principal is available to assist parents and students as needed. The parent should make every attempt to address the concern with the teacher and allow the teacher to try to resolve problems before the principal becomes involved. Conferences with the principal regarding classroom problems include the parent, the teacher, and the student, if appropriate. Please contact the school secretary to make an appointment if you need a conference with the principal.

### **Criminal Code Notification**

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders. The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the office for public inspection of all offender notices received. The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name, and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

### **Dismissal and Car Tags**

At dismissal, students enrolled in Extended Day classes are to go straight to their assigned room. HISD and Day Care bus riders will be assisted by an Aide to load their bus. Students leaving the campus at dismissal are to proceed home as soon as possible. Students and parents are not allowed to return to the classroom to retrieve forgotten items. Students not picked by 3:05 will be taken back into the main office to call parents. Beginning at 3:05 parents will need to enter the school office to sign their children out. Music students staying for practice and not picked up in a timely manner will follow the same procedures. While we understand from time to time that a parent maybe late picking up their child, this should not be a regular occurrence. We encourage the use of the extended day program if late pick-up cannot be avoided.

Please make pick up arrangements with your child before they arrive at school. Students are encouraged to take care of this before they arrive to school, and we encourage you to be consistent with drop off and pick up to avoid confusion for the children.

Each grade level has a designated pick-up area:

- PALS, Kindergarten, 1<sup>st</sup> & 5<sup>th</sup> grade are picked up using the rear loop on Birdwood.
- 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades use the Jason street pick up loop in front of the school; please do not park in the loop and do not use the visitors parking lot as a loop for pick up
- If you are picking up siblings, use the Birdwood loop. Please arrive when you know both of your children are dismissed in the pick-up area as you will not be able to park in the pick-up loop to wait for a child that maybe in an older grade
- All Extended Day and afterschool activities use the Jason street pick-up loop
- Students and/parents are not allowed to return to empty classrooms to retrieve left or lost items. Please do not enter the building and enter classroom to look for items. Items will need to be picked up the following day.
- Parents walking up before the bell rings to pick up their child should wait outside on the walkway bench areas or there is limited seating in the front office. Please do not enter the side gate of the school to wait on the benches inside the playground area.
- Tutoring and After School Music (Orchestra, Band and Choir) all dismiss from the Birdwood loop.

**Car Tags:** Each family will be provided two car tags that have your child's name, grade, and teacher. Please hang the tag from the rear-view mirror visible to Lovett Staff. If you are walking up to pick-up your child, have your car tag in your hand and present to staff on duty outside. Staff will call your child as soon as they see the visible tag. If you do not have your tag it will slow the process down because a staff member will need to verify who you are before releasing the child to you.

## Dress Code

The purpose of Lovett's dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of dress. Parents will be called to bring a change of clothes for children that do not comply. To better facilitate these expectations, students must adhere to the following guidelines:

- No bike shorts
- Leggings may only be worn under a dress or skirt of fingertip length
- Midriffs must be covered
- Shirts may not extend below the length of shorts or skirt
- Skirts, shorts, pants, and dresses must be at least fingertip length with no writing on the back side
- Shoes must have backs and heels should be a safe height
- No "Heelies"
- Shoulders should be covered, and shirts/dresses should have sleeves

Students are required to wear tennis shoes and loose-fitting shorts/clothes on the days they are to participate in P.E. instruction. Students that are not in appropriate PE attire will receive a conduct cut for PE that day. A reminder to parents that students participate in daily recess so please make sure shoes are safe for play during this time.

## Emergency Procedures

Throughout the school year Lovett Elementary practices, a variety of drills so students and staff are familiar with safety protocols in case of an emergency. We do not announce drills to students, faculty, or to parents. They are designed for all involved to act as if the situation is real. This provides the best way to prepare everyone for potential emergencies. We encourage you to talk with your students about potential emergencies to reduce their anxiety. Drills that are practiced include:

- Fire Drills, Shelter in Place, Tornado Drills and Lock Down Drills

## **Evacuation**

If there is a need to evacuate the building, students will be taken to one of three approved locations:

- Bellaire High School, 5100 Maple, 713-295-3704
- St. Thomas Episcopal School, 4900 Jackwood, 713-666-3111
- Herod Elementary, 5627 Jason, 713-777-3315

\*\*\*\*\* Parents will be notified using the call out system\*\*\*\*\*

## **Dismissal for Inclement Weather and Other Emergencies**

In the event of weather so severe that there is a possibility school may be closed, parents and students are asked to stay tuned to the radio or television for information from HISD. You may also check the district website for updated information: [www.houstonisd.org](http://www.houstonisd.org). The decision to close school will be made prior to 6:00 a.m. Please do not call the school.

If inclement weather conditions necessitate an earlier than usual dismissal time, the decision will be announced via television and/or radio, and the busses will run as indicated. If the weather does not cause an issue with school phones, parents will also be notified using the school call out system. All non-bus riders will be held at school under the supervision of Lovett staff until signed out through the office by a parent or appropriately designated adult. Should this occur, Extended Day classes will be cancelled. Listen to the television and/or radio and not a “friend” for this important information. The school is not authorized to dismiss school early unless so directed by HISD administration.

A Rainy Day/Emergency Plan form must be in the office for each student and current with correct names and correct phone numbers. This form will be included in the packets given to the students on the first day

## **Enrollment Card Information**

Please keep your child’s Enrollment Card current with the correct information. We must have the name and phone number of a responsible person to reach in an emergency if you are not available. This is for your child’s protection and wellbeing. Notify the school (teacher and office staff) of any change in address or telephone number.

## **Extended Day**

An extended day program is provided as a supplementary fee based after school activity. Students who register for extended day are expected to attend classes daily, as scheduled. Extended day will not be held on early dismissal days, or on the school day before the Winter Holiday. Please refer to the HISD and/or school calendar for these dates. Final dismissal from extended day is at 6:00 pm daily. There are no provisions for supervising students after extended day dismissal and a late fee will be imposed of a dollar per minute. Failure to adhere to dismissal times (3 times) or poor conduct will result in removal from the program. Students may be checked out from extended day prior to 6:00 pm if they are signed out at the front office. Students will only be released to a parent/guardian or contact listed on the child’s enrollment card.

A one-time registration fee of \$40 will be charged per family to enroll in the Extended Day program. Parents may choose to submit their fees per semester or for the full year. See Ms. Sims for more details about the program and its fees.

## **Field Trips**

Official field trip forms must be completed, signed, and returned to the student’s teacher by the date stated on the form. Late forms and fees will not be accepted. Notes, faxes, and telephone calls from parents cannot be accepted as a form of permission to attend a field trip. No refunds are given since reservations are made in advance. Students must maintain an E or S in conduct to be able to participate on a field trip. Parents wanting to chaperone fieldtrips must complete HISD’s Volunteer in Public Schools (VIPS) online process and be approved prior to attending the field trip. This process typically takes two weeks. Student attending filed trips must ride the bus to and from the field trip locations. Parents are not able to pick up children from the field trip location.

## **Immunizations**

All students must 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 attend school without documentation of state required immunizations. Exclusions



from compliance are allowable on an individual basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law. Questions about immunization can be directed to our school nurse.

### **Items Not Permitted at School**

The school will provide the necessary physical education equipment. Footballs, softballs, baseballs, baseball bats, basketballs, etc. should not be brought to school.

Radios, tape players, cameras, hee-lies, electronic games, metal silverware knives, and toys (ex. Pokémon cards, spinners, etc.) should not be brought on the school campus unless they are part of a classroom project or requested by the classroom teacher. When found inappropriately in school, these items will be collected by the teacher and returned only to parents through the school office. Cell phones are permitted on campus; however, they must be turned off and placed in the student backpacks. Cell phones that are found in pockets, turned on, or in use during the day will be taken and returned only to the parent.

Backpacks with rollers are also not allowed on campus for any grade level.

### **Lost and Found**

Please prevent the loss of your child's items by placing his/her first and last name on lunch kits, supplies and clothing. You and your child should check periodically for lost items. Twice a week lunch kits are removed from lost and found and discarded since they often contain food items and become unsanitary to keep. On the first Friday of every month all unclaimed items are donated to charity. Reclaim only items lost by your child.

### **Medications**

HISD policy states that it is not the function of public-school personnel to administer medical treatment or medication, including "over-the-counter" drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident. Students on long term medication which cannot, under any arrangement, be

administered other than during school hours, may take medication at school with a properly completed medication form (No. 40.3740) signed by both the physician and parent. All medication will be maintained in the clinic and administered by the school nurse or a designee instructed in the proper dosage.

### **Morning Arrival**

Doors open at 7:00 a.m. Lovett Elementary is not responsible for students before this time. Do not drop off students prior to 7:00 a.m. At 7:00 the main entrance doors will be open. The rear entrance doors on Birdwood will open at 7:20 a.m. No other doors are to be used during drop-off. Students who want to eat breakfast may report to the cafeteria. Each grade level will be assigned a designated waiting area. Students should remain in their waiting area until dismissed to report to class. When the 7:30 am bell rings students are dismissed from their assigned areas to report to class, and all students must report to class by 7:40 am to not be counted tardy.

Adult supervision is provided in the cafeteria and in all areas where students are assigned. Safety Patrols are stationed inside and outside of the school for supervision. Students are expected to obey Safety Patrols. All doors, except for the main entrance, will be locked immediately after the tardy bell and remain locked throughout the day. Students arriving after the tardy bell must enter the building through the school's main entrance

### **Parent Organization/VIPS**

The Parent Teacher Organization (PTO) invites you to become an active member. The yearly membership drive begins in August. Through participation in PTO projects, funds are provided for school enrichment programs. It means a great deal for your children to see their parents support their school and its activities in a positive manner, so join us, please!

*Volunteers in Public Schools (VIPS)* give regularly of their time and talents helping teachers. Their projects include assistance in the library, tutoring, field trip chaperone, school store, and clerical duties. Come up with ideas of your own as to how you can become involved in your

child's school. Lovett needs you! To become a Volunteer, please also complete HISD's VIPS online application process.

### **Parking at Lovett**

Parking at Lovett is very limited. PLEASE plan to arrive in plenty of time to get your child to their classroom on time. It is your responsibility to pay attention to the parking signs. We encourage you to drop your child off using the traffic loops where safety patrols are stationed. The safety patrols are working and allow your child to walk in. The morning drop off zones has proven to be very effective for the safety of our children. Lovett Safety Patrols take pride in their jobs to provide Lovett children with a safe and secure environment.

Adult supervision is provided at the drop off zones. For this to be effective, it is most important that parents take the extra time to drop off their children on the correct side of the street. When parking across the street, make sure to use the crosswalks. Not only is it required by law, but more importantly, the extra time could mean a child's life.

Please do not use the staff parking lot for parking or for student drop off. Additionally, please do not use the visitor parking lot as a drop off loop. If using the visitor lot to drop off, you must be able to park in a space and walk your child to the building.

### **Pesticide Application**

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the districts Integrated Pest Management (IPM) Coordinator at 713-867-0818.

### **Playground Use**

The school playground is utilized by students at Lovett during the regular instructional day and during our extended day program. The playground, playfield or track area is not for public use during the school day. After hours and weekend access is only available when organizations rent our facilities, when the school has a sponsored event, or when PTO organizes an event requiring using these areas.

### **Report Cards and Progress Notices**

All students receive a progress report at the close of week 3, 6, and 9 of each quarter. The school year consists of four quarters. The *Notice of Progress* is to be signed by the parent or guardian and returned to the teacher by your child. If a conference is requested, it should be indicated on the signed progress report.

Lovett is on a nine-week grading period with computerized report cards in grades K-5. Report cards should be signed and returned the following day and a copy will be provided to the parent. Report card dates are November 2, January 11, March 22, and May 31. Parents may also access student grades online at [www.houstonisd.org](http://www.houstonisd.org), a user name and password will be provided at the beginning of the school year.

### **Safety and Security**

The safety of our children is a major priority at Lovett Elementary and cannot be stressed enough. Please assist us in working with your child by reviewing rules for walking to and from school, crossing the street using the crosswalks, talking to strangers, riding bicycles, procedures on what to do in case of inclement weathers and on playground equipment.

We encourage parents/guardians to refrain from using their cell phones when picking up students in the Birdwood and Jason loops for the safety of our students.

### **Student Conduct**

**School Wide Expectations:** The disciplinary goal of Lovett Elementary is to develop a system that is warm and supportive to the students. The purpose of this system is to set simple rules that are easily remembered, encourage the students to develop responsibility for their own actions, and lay out a reasonable set of consequences for misbehavior and for good conduct.

Students need to have a simple, concise set of rules supported by a system of consequences and rewards. It is our belief that to be effective, parents, teachers, and students must work cooperatively. Lovett has school wide behavior expectations. We teach expectations, model them, and have classroom and school-based system to recognize positive behaviors. Expectations for demonstrating the three "R's" are outlined

for each area of our school. Our school wide expectations are based around having “R” Power



### **General Conduct**

Students are responsible for following rules and regulations established by the school and the classroom teachers. Students are responsible for conducting themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others. This means that the student should become familiar with and observe the laws, policies, rules and regulations that concern student conduct. In general, the student is responsible for behaving in a manner which permits uninterrupted learning to take place.

A conduct grade of P or U on a student's report card will place the student on probation and a *Discipline Growth Plan* will be developed. Failure to improve will result in dismissal from the magnet program. It is most important that the school and homework together for the student. The *HSD Code of Student Conduct* shall be the guide for disciplinary action. Corporal punishment is not used at Lovett or in HISD.

To safeguard our children, Lovett utilizes a security device called, "RAPTOR." Visitors will be asked to provide an official state approved driver's license or picture I.D. The I.D. is scanned, and the system checks to see if there is a predator record on file. Upon clearance, the system will then produce a name tag which must always be worn and clearly visible (near chest area) during the visit. This name tag is required for all visitors. Visitors not wearing a name tag will be redirected should they not follow our safety policy.

### **School Store**

The Lovett P.T.O. sponsors a School Store where children can purchase school supplies and Lovett items weekly. The school store opens 15 minutes prior to the 7:30 a.m. bell and closes at 7:25 a.m. to allow all students to report to class on time. The school store is not open daily. Each year PTO and Lovett administration will make decision on days the store is open.

### **School to Home Communication**

Lovett has a standard communication schedule for all teachers. Parent should expect the following:

- **Monday:** Newsletters and homework (grades 3-5 can send homework nightly rather than all at once on Monday). Grades from previous week should be posted for parents to view on Parent Connect
- **Wednesday:** Wednesday Folder with school/community communication
- **Friday:** Graded work from the previous week of work and conduct folder sent home for signature (this is work from the grades posted on Monday)
- Grades 2-5 will use the school student agendas to supplement communication

Parents should check the school website regularly for school information. Additionally, each teacher has a teacher page with available resources. The school website can be accessed at: [www.houstonisd.org/lovett](http://www.houstonisd.org/lovett). Always feel free to contact our main office if you have questions or connect directly with your child's teacher.

### **Shared Decision-Making Committee**

The Shared Decision-Making Committee is an advisory group composed of six classroom teachers; three other professional staff members; one non-professional staff member; two parents; two community members; one business leader chosen by the principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement. Meetings are held throughout the year and minutes are

available to all parents and interested community members. An information notebook containing agendas, minutes, and various committee reports is maintained in the main office. Agendas and minutes are also posted on the school website.

**Telephone Use**

The school telephone is for business use only. Please make prior arrangements with your child for procedures after school and on rainy days. We do not accept telephone messages for students except in emergency situations. We do ask that these messages be kept to a minimum. Late calls with dismissal instructions may not be delivered in time.

**Textbooks/Library Books**

Students are responsible for all textbooks issued to them. Students are not to write in the books unless they have been directed to by their teacher (some math and science books are considered “work texts” and therefore are consumable, if you are unsure always ask the teacher prior to writing in the book). Please remember that textbooks, library books, music, and drill books are loaned to your child. Parents or guardians are financially liable for any damage, defacement, or loss that may occur while the book is in your child’s possession. If books are found after they have been paid for a refund will be provided.

**Withdrawal from School**

The school must have 24 hours’ notice (in writing) to prepare the necessary records for your child to withdraw from Lovett. This cannot be done during instructional time. Textbooks, music, library books, etc. need to be turned in and fines cleared prior to withdrawal. A student can be withdrawn from school *ONLY* by the person who signed the Enrollment Card and/or has legal custody of the child.

**Lovett Team Members**

<b>KINDERGARTEN</b>	<b>ROOM</b>
Thompson, Angela	124
Washington, Megan	125
Buchanan, Constance	130
Yother, Amber	131

Martin, Filomena 132

<b>FIRST GRADE</b>	<b>ROOM</b>
Vaskamp, Carla	114
Oliver, Susanne	116
Pollard, Jennifer	118
Flores, Angelina	120
Lear, Jennifer	122

<b>SECOND GRADE</b>	<b>ROOM</b>
Benton, Betsy	109
Kraitman, Katherine	110
Wilson, Cassandra	111
Boardman, Hayley	112
Armes, Cara	113

<b>THIRD GRADE</b>	<b>ROOM</b>
Spann, Blake	231
Harris, Ashley	232
Santillan, Irma	233
Thomas, Ilene	234
Grice, Kami	235

<b>FOURTH GRADE</b>	<b>ROOM</b>
Wolfshohl, Michael	212
Godwin, Sarah	214
Thomsen, Cory	220
McClintock, Barbara	222
Ingraham, Alexandra	228

<b>FIFTH GRADE</b>	<b>ROOM</b>
Locander, Edmund	206
Williams, Ericka	210
Cruz, Annemarie	209
Cyr, Kimberly	208

<b>FINE ARTS / SPECIALS</b>	<b>ROOM</b>	
Cobb, Stephen	Orchestra	506
Jackson, Ali	Band	514
Flory, MaryAnne	PE	MPR
Martin, Katherine	Chorus	504
Mock, Pamma	Art	502
Ruiz, Abraham	PE	MPR
Warner, Anne	Library	402

<b>STUDENT SUPPORT TEAM</b>	
Boyle, Carol	Instr. Support
Trejo, Carlos	Special Ed. TA
Vavassuer, Lauren	Special Ed. TA

King, Rachel  
Adams, Lauren  
Feine, Lisa  
Marshall, Amber  
Hartzog, LaShone  
Macon, LaFonda  
Boardman, Suki  
Walker, Kelly  
Starr, Joscelyn

**OFFICE STAFF**

Boynton, Cara  
Gaines, Heather  
Perez, Tanya  
Serdar, Megan  
Sims, Tane  
Thompson, Dawn  
Zevallos, Jane

**CAMPUS SUPPORT**

Davis, Brandy  
James, Quwana  
Melgar, R, Susana  
Newton, Stephanie  
Vanegas, Roberto

**OWL'S NEST**

Trinh, Thuy  
Jefferies, Rachel

Special Ed. TA  
Reading Interven. 406  
Special Ed. 115  
Special Ed. 115  
Instr. Support  
Kinder TA  
Nurse 304  
PALS 136  
PALS TA

Magnet Coordinator  
Assistant Principal  
School Secretary  
Office Clerk  
Registrar/Ext. Day Cord.  
Principal  
General Clerk

Custodian  
Kitchen Manager  
Custodian  
Lock Up Custodian  
Plant Operator

3s Class  
4s Class

## COMPACT FOR LEARNING

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education in order to become a life-long learner. This is a three-way partnership in which each partner assumes his or her responsibilities.

### Parent Responsibilities- Parents are expected to:

- bring their child to school and pick him/her up on time every day.
- support their child in completing all assignments and projects.
- support the school in maintaining appropriate behavior.
- attend at least two school sponsored events to show support for the school and its organizations.
- provide accurate contact information to the teacher and office.
- call the office and report the child's absence when he/she is ill. Send a written note the day a student returns to school after an absence, stating the reason for the absence.
- call or send a note to the office (in advance) if their child will not be riding the bus at dismissal that day.

### Student Responsibilities - Each student is expected to:

- attend school every day unless ill.
- participate in class activities and complete and turn in homework on time
- strive for proficiency in reading, mathematics and oral and written communication.
- demonstrate an understanding, basic knowledge, and skills in art, health and physical education, and music.
- develop the knowledge and skills necessary for life-long learning and success in a technological society.
- exhibit positive social behavior and refrain from acts of misconduct as described in the *Code of Student Conduct*.
- develop short and long-range career and educational plans.
- demonstrate civic responsibility necessary for functioning in a multi- cultural society including community service projects.
- practice good manners while riding the bus.

### Staff Responsibilities- Staff members are expected to:

- maintain and foster high standards of academic achievement and positive behavior.
- provide an environment that promotes active learning and accountability.
- assist each child in achieving the essential academic learning requirements.
- assess and document each child's academic progress.
- maintain open lines of communication with students and parents.
- assign homework using grade-level guidelines.
- give corrective feedback.

