



Lockhart Elementary School
"A School of Champions"

3200 Rosedale St. Houston, TX 77004

Phone: 713-942-1950 / Fax: 713-942-1953

Cameshia Emerson, Principal
Whitney Bruns, Assistant Principal

SCHOLAR/PARENT HANDBOOK

2022-2023

The Lockhart Elementary School Scholar/Parent Handbook has been written to help you, your son and/or daughter gain the greatest possible benefit from his or her school experience.

The Lockhart faculty and staff need your help and cooperation. It is important that every scholar and parent understand the Handbook and the expectation to follow the rules/guidelines set forth in the Handbook. Please read and discuss the Handbook with your child. Afterwards, you and your child must sign this form and return it to the school.

Thanks for your cooperation and support.

Scholar Signature

Date

Parent Signature

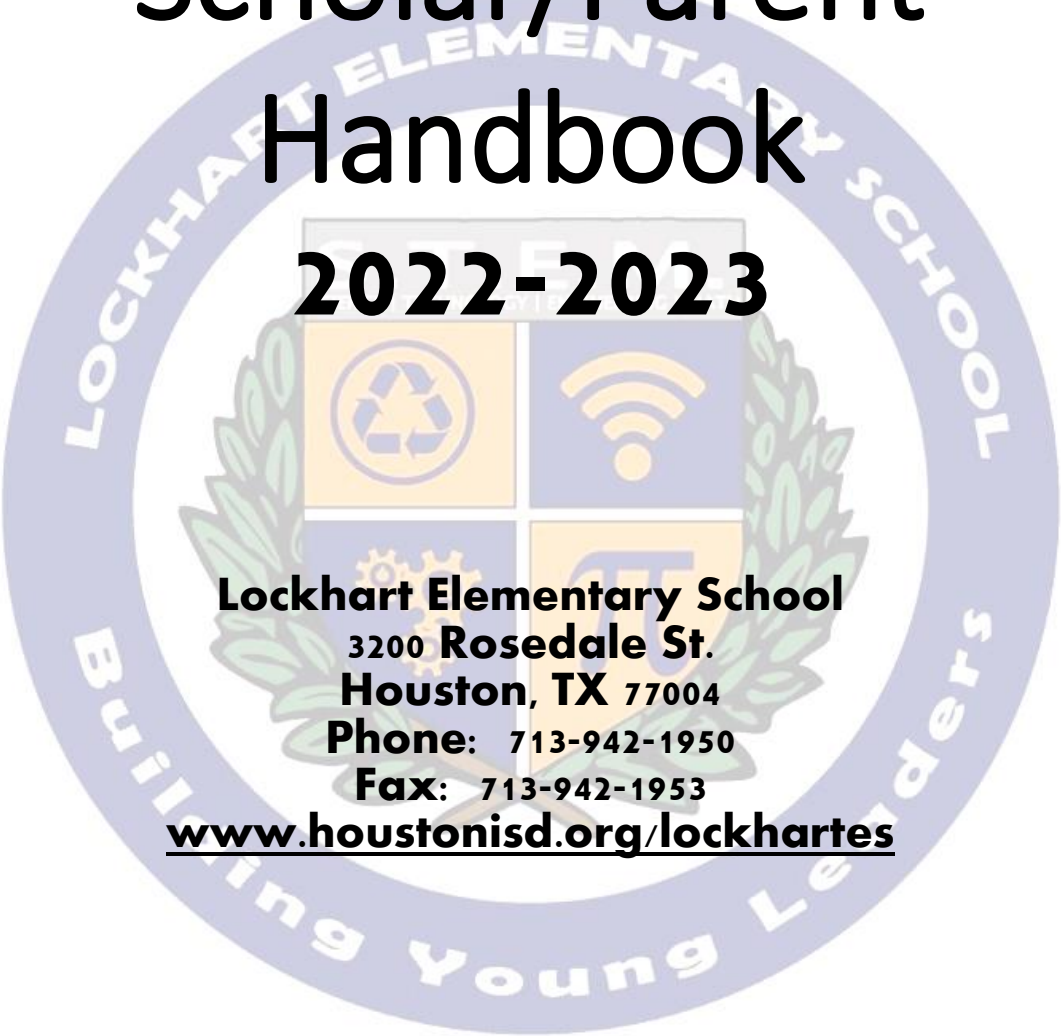
Date

Grade _____

Teacher _____

Return this form to your child's Teacher. Acknowledgement forms will be kept on file in the Main Office

Scholar/Parent Handbook 2022-2023



Lockhart Elementary School
3200 Rosedale St.
Houston, TX 77004
Phone: 713-942-1950
Fax: 713-942-1953
www.houstonisd.org/lockhartes

Cameshia Emerson, Principal
Whitney Bruns, Assistant Principal

This handbook is designed to familiarize parents and scholars with the policies, people, and programs at Lockhart Elementary School. Please take time to thoroughly read the material and discuss it with your child. We hope that you will keep it in a convenient place and use it as a reference when questions arise. If you have questions which are not answered in this booklet, feel free to call the school office at 713-942-1950 for further information.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Lucian L. Lockhart Elementary Scholar/Parent Handbook

Calendar	Page 7
Mission, Vision, School Information	Page 8
Faculty and Staff Roster	Page 9
Attendance	Page 10
Arrival	Page 11
Tardies	Page 11
After School Activities	Page 12
Backpacks/Purses	Page 12
Birthday Celebrations	Page 12
Breakfast	Page 12
Bullying	Page 12
Buses/Bus Drop Off and Pick Up	Page 13
Cell Phones and Electronic Media	Page 13
Classroom Visits	Page 14
Communication (Parent)	Page 14
Computer/Technology	Page 14
Conferences	Page 15
Crossing Guard/Police Officers	Page 15
Discipline/Behavior Expectations	Page 15
Dismissal	Page 17
Dress Guidelines	Page 17
Emergency Procedures	Page 19
Extended Vacation	Page 19
Field Trips	Page 20
Foods of Minimal Nutritional Value	Page 20
Gifted and Talented Neighborhood Vanguard Program	Page 21
Grading	Page 22
Parent Connect (1 st – 5 th grade)	Page 23
Homework	Page 23
School Hours	Page 25
Inclement Weather	Page 25
Late Pick-Ups	Page 25
Leaving School Early	Page 26
Legal Child Custody/Restraining Order	Page 26
Library/Media Center	Page 26
Lost and Found	Page 27
Lunch	Page 27
Messages to Scholars	Page 28
Messages to Staff	Page 28
Medical Information	Page 28
Organizations	Page 31
Parking	Page 31
Parties	Page 32
Physical Education	Page 32

Promotion Policy	Page 32
Report Cards	Page 32
Requesting Copies of Scholar Records	Page 32
Residency	Page 33
Registration/Withdrawal	Page 33
Safety	Page 34
Selling/Trading	Page 34
Testing	Page 34
Textbooks	Page 35
Visitations (Former Scholars)	Page 36
Contacts	Page 37

2022-2023 Academic Calendar
Houston Independent School District

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

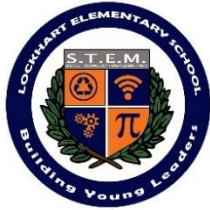
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Key  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)		Holidays September 5, 2022 Labor Day October 5, 2022 Fall Holiday November 21-25, 2022 Thanksgiving Break December 22-January 4, 2023 Winter Break for Teachers December 22-January 6, 2023 Winter Break for Students January 16, 2023 MLK Day March 13-17, 2023 Spring Break March 31, 2023 Chavez-Huerta Day April 7, 2023 Spring Holiday April 21, 2023 Spring Holiday May 29, 2023 Memorial Day	
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School		Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	
Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers		Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)	

Last Updated 02/15/22



Vision

The Lockhart Staff will work collaboratively to ensure that all scholars attain grade level or higher performance levels in reading, writing, mathematics, science and social studies annually, Pre-Kindergarten through 5th Grade.

Mission

Lockhart Elementary School seeks to become an exemplary learning community school by:

- Maintaining a safe and optimum learning environment,
- Building meaningful relationships,
- Implementing a well-aligned curriculum to meet the academic, cultural, and social needs of scholars from the diverse backgrounds of the community, and
- Promoting high standards and expectations from teachers, administrators, parents and the community.

We challenge ourselves to be better than we think we can be, and advocate for the greater good of our community. Our success in this mission will build lifelong, confident learners, who have the tools necessary for success in a changing world.

School Mascot

Lion Cub

School Colors

Navy Blue and Orange

School Office Hours

7:30am – 3:00 pm

Instruction Begins	7:30 am
Breakfast in the Classroom	7:30 am
Tardy Bell	7:40 am
Attendance Bell	9:15 am
Dismissal Bell	3:00 pm

Administrative Staff

Cameshia Emerson, Principal
Whitney Bruns, Assistant Principal
Christina Anderson, Magnet Coordinator
Kimberly Madison, Teacher Specialist
Lakesha May Budgewater, Counselor/SEL Coordinator

Faculty and Staff Roster 2022-2023

NAME	POSITION	EMAIL ADDRESS
Althea L. Hart	Pre-K, Self-Contained	Ahart@houstonisd.org
Antonia L. Adams-Batres	Pre-K, Self-Contained	aadamsba@houstonisd.org
Whitney Roper	Pre-K, Self-Contained	whitney.roper@houstonisd.org
Sammantha Jackson	Kinder, Self-Contained	Sammantha.Jackson@houstonisd.org
Tresa M. Lyons	Kinder, Self-Contained	tlyons@houstonisd.org
Dewhanna Guilbeaux	1 st Grade, RLA/Social Studies	Dewhanna.Guilbeaux@houstonisd.org
Cassandra Thomas	1 st Grade, Math/Science	cassandra.thomas2@houstonisd.org
Alia Hall	2 nd Grade, Math/Science	Alia.Hall@houstonisd.org
Kimberly Richardson	2 nd Grade, RLA/Social Studies	Krichar2@houstonisd.org
Hyacinth Thomas	3 rd Grade, Math	Hyacinth.thomas@houstonisd.org
Morgan Robertson	3 rd Grade, RLA	Morgan.robertson@houstonisd.org
Ashley Hicks	3 rd Grade, Science/SS	Ashley.Hicks@houstonisd.org
Amberia Henderson	4 th Grade, Math	Amberia.Henderson@houstonisd.org
Debra Fisher	4 th Grade, Science/Social Studies	Debra.Fisher@houstonisd.org
Savannah Rice	4 th Grade, RLA	Savannah.Rice@houstonisd.org
Denzel Harper	5 th Grade, Math	Denzel.Harper@houstonisd.org
Lauren Shackelford	5 th Grade, Science/SS	lauren.shackelford@houstonisd.org
Brittany Johnson	5 th Grade, RLA	Brittany.Johnson@houstonisd.org
Shawn T. Garvin	BSC, Dept. Chair	sgarvin@houstonisd.org
Chitora M. Dennis	Teaching Asst., BSC	Cdennis3@houstonisd.org
Jennifer Mosley	SLL	Jmosley2@houstonisd.org
Shenette Roberts	Teaching Asst., SLL	Srober13@houstonisd.org
Reina Ryan	Teaching Asst., SLL	Reina.Ryan@houstonisd.org
Kevin Bustos	Technology	kbustos@houstonisd.org
Marques D. Guillory	P. E.	MGuillo2@houstonisd.org
Madeloyn Minguell	Art/STEM	
John Winston	Special Education	John.winston@houstonisd.org
Lashaqua Sherman	Teaching Asst., Special Education	Lashaqua.Sherman@houstonisd.org
Vacant	Wraparound Specialist	
Lakesha May Budgewater	Counselor	Lakesha.Maybudgewater@houstonisd.org
Whitney Bruns	Assistant Principal	Whitney.Bruns@houstonisd.org
Christina Anderson	Magnet Coordinator	Cander17@houstonisd.org
Kimberly Madison	Instructional Specialist	Ksteele1@houstonisd.org
Cameshia Emerson	Principal	Cameshia.emerson@houstonisd.org
Deborah Neal	Nurse	Deborah.Neal@houstonisd.org
Mariela Arredondo	Administrative Asst.	Marredo3@houstonisd.org
Linda K. Houston	SIM	lhouston@houstonisd.org
Lavada Lindley	Clerk	Lavada.Lindley@houstonisd.org
Arthur Christopher	Crossing Guard	Arthur.Christopher@houstonisd.org
Tracie Lewis	Crossing Guard	Tracie.Lewis@houstonisd.org
Reginald Simpson	Crossing Guard	Reginald.Simpson@houstonisd.org
Dora Galvan	Cafeteria Manager	Dgalvan1@houstonisd.org
Yesica Gonzalez	Plant Operator	Yesica.Gonzalez@houstonisd.org

ATTENDANCE

The HISD Board of Education has established guidelines and policies regarding scholar attendance. The policies are designed to improve scholar attendance and achievement.

Scholars who are at least six years of age, or who have been previously enrolled in first grade, and who have not Reached their 19th birthday shall attend school for the entire period of the program is offered unless exempted based on HISD FEA Local Policy.

Scholars who have excessive absences will have a '**NG**' (no grade) and must be reviewed by the attendance committee and/or successfully complete the summer school program to be promoted to the next grade level.

Attendance is taken each day at **9:15 a.m.** Scholars arriving after 9:15 a.m. will be counted absent. Scholars who become ill at school and are sent home will be counted absent if they arrive in the clinic before 9:15 a.m. **Scholars who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.**

If a student misses ten or more days/parts of days and within a six-month period and fails to bring an excuse, the district shall refer the student to truancy court for truant conduct under Family Code 65.003(a).

Additionally, all students are required to meet the HISD attendance requirements for promotion. A student will be retained if he/she has more than 9 unexcused absences. However, failure due to excessive unexcused absences can be appealed to the School Attendance Committee if the absences were due to extenuating circumstances.

Parents can help their child(ren) and our personnel by sending a note each time a child returns to school after an absence. The note should have the information below:

- Date
- Scholar's first and last name
- Date(s) of absence(s)
- Reason for the absence(s)

According to Board Policy, scholar absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel **hazardous (not just rainy or cold)**
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

Scholars should bring a written excuse to the Attendance Office on the day they return to school. For an absence to be excused, the note must be brought within three (3) school days. Otherwise, the absence is considered unexcused. Any excused case may be investigated by the district attendance specialist assigned to the school. A scholar found guilty misrepresenting the validity of an excuse or permit is subject to disciplinary action.

Perfect Attendance Lockhart Elementary School's teachers, staff, parents, and scholars believe that with exceptional attendance and punctuality, our scholars will have the greatest opportunities for achieving academic success from an exemplary teaching and learning environment.

- A. Weekly Attendance Recognition for the class with the highest attendance percentage**
- B. Six-Week Perfect Attendance Recognition (Individual Students)**

C. Attendance is a component of each six-week celebration

D. End of Year Perfect Attendance Awards Recognition (to receive a perfect attendance certificate)

- All scholars must have perfect attendance for **all six-week** grading periods
- **No absences** (this includes excused and/or unexcused)
 - **Scholars are counted absent after 9:15 am**

The Lockhart Faculty and Staff would like to express our appreciation to all our parents and scholars for your understanding and efforts towards reaching the goals of exceptional attendance and punctuality.

Every scholar has an attendance goal of 98%.

ARRIVAL

All scholars must be dropped off at the cafeteria entrance on Sauer Street. The cafeteria will open at 7:15 a.m. Scholars will wait silently in the cafeteria until they are escorted to class at 7:25 am.

The policy of the Houston Independent School District does not provide for supervision of scholars before or after school hours. The policy reads as follows:

THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF SCHOLARS WHO ARRIVE AT SCHOOL BEFORE THE DESIGNATED TIME BEFORE CLASSES BEGIN IN THE MORNING OR WHO ARE NOT INVOLVED IN A SUPERVISED ACTIVITY AND REMAIN AFTER THE DESIGNATED TIME IN THE AFTERNOON.

The back gate will close at 7:40 a.m. Please do not allow children to get out of the car on the street. It is a safety hazard. After 7:40 a.m., please drive scholars to the circle drive and escort them to the door. Scholars will be marked tardy if they are not in class by 7:45 a.m.

TARDIES

Instruction begins at **7:30 am** each day. We have a full schedule, and it is important that scholars are at school on time in order to have a full day of instruction.

Scholars who arrive after **7:40 am**, must be **escorted to the front entrance and signed in by a parent/guardian**. Excused tardies are in the same category as excused absences (see Attendance). Oversleeping, alarm clock trouble, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that scholars arrive on time each day.

The Texas Compulsory School Attendance Law states that if a scholar is absent from school three (3) days or **parts of days** in a four-week period without parental consent or is absent without an excuse for ten (10) or more days the scholar and the scholar's parent(s) or legal guardian(s) are subject to prosecution under TEC 25.093 and TEC 25.094.

The following disciplinary actions can be assigned to a child with tardies greater than 5:

- **Parent Conferences**
- **Inability to participate in celebrations**
- **Removal from Magnet Program**

Note: HISD Code of Scholar Conduct states: Unexcused tardies to class is a Level 1 Act of Misconduct.

Please understand that we know that your child may sometimes arrive to school late. However, it is very important that you bring them to school on time because instruction begins daily at 7:30 am.

AFTER SCHOOL ACTIVITIES

Parents, please be reminded you should not leave your children unattended while attending school events such as Assemblies/Programs, Book Fairs, Parent Meetings, Literacy Nights, Math, Science and Technology Night, etc. **Parents are required to supervise their children when visiting the campus for all after school events. Students will not be allowed to attend after school events without adult (18 years or older) supervision.**

BACKPACKS/PURSES

Scholars may bring traditional backpacks or bags to school to carry books, lunches, and other school items. **Rolling backpacks, rolling suitcases and/or rolling carts are a safety hazard and will not be permitted in halls, walkways or classrooms.**

Scholars are not allowed to walk around during the school day with purses and backpacks.

BIRTHDAY CELEBRATIONS

To maintain our instructional focus, **parents will not be allowed to interrupt school time to celebrate birthdays.** Please do not bring food, cakes, drinks, etc. No party type activities will take place, including photographs, balloons, gifts, etc.

Scholars may wear birthday crowns, pins on clothing, and may pass out treats/treat bags at the end of the school day. **Cupcakes, cookies, etc. should be individually wrapped for scholars. Additionally, these items should be purchased from a store or business.**

BREAKFAST

HISD provides free breakfast for all Lockhart Elementary scholars. Breakfast will be available in each classroom from 7:30 a.m – 7:45 a.m. Breakfast ends at promptly at 7:45 a.m.

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived imbalance of power. **The behavior is repeated**, or has the potential to be repeated, **over time**.

Types of Bullying

- Verbal Bullying is saying or writing things and includes:
 - Teasing
 - Name calling

- Inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Social Bullying involves hurting someone’s reputation or relationships and includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical Bullying
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone’s things
 - Making mean or rude hand gestures

All bullying issues should be reported to the classroom teacher. The teacher will then notify the school counselor who will begin an investigation using the following bullying prevention procedures:

- Receive initial complaint
- Identify alleged bully(ies) and witnesses
- Complete a Written Incident Report
- Start the investigation/interview process
- Make a decision
- Notify involved parties and parents
- Identify and begin the sequence of interventions

BUSES/BUS DROP OFF AND PICK UP

HISD will provide bus transportation on a limited basis this year. Bus stops are those closest to the address on file at the school that is zoned to Lockhart Elementary. Only eligible scholars can ride on HISD school buses. Scholars must ride the same route to and from school.

Misbehavior on school buses jeopardizes the safety of all riders and will not be tolerated. Scholars who do not obey bus rules will receive the appropriate consequence in accordance with the Houston ISD Board Policy and the Code of Scholar Conduct. Consequences range from suspension from the bus to termination of transportation services.

All buses will pick up and drop off scholars at the bus pick up/drop off (circular drive) location on Rosedale Street. **The bus ‘pick up’ area is not for passenger cars.**

CELL PHONES AND ELECTRONIC MEDIA

Maintaining a structured environment is key to achieving our goals...

All cell phones and electronic media (smart watches, gaming devices, etc.) must be powered off and placed inside scholar’s backpack until the scholar LEAVES campus. Cell phones and/or electronics should not be inside scholar’s pocket/purse or clipped to their clothing. Cell phones or electronic devices that ring, alarm, and/or vibrate during the school day, disrupting the instructional environment, will be confiscated. Any phone or electronic device that is seen inside the school building or on school grounds, by any staff member, will be confiscated and turned in to the School Secretary in the Main Office. **Parents/Guardians must pay a \$15 fee to retrieve the device.** Lockhart will not be responsible for items that are broken, lost, or stolen.

Additionally, during STAAR testing, scholars in grades 3-5 are encouraged to leave their cellphones at home. However, if they bring them to school, they will be collected prior to the assessment, stored, and returned at the end of testing/end of the day.

CLASSROOM VISITATION/OBSERVATION

Lockhart parents are welcome at school based on the following guidelines: **If a parent or legal guardian wishes to observe in a classroom, please stop by the office to get approval from the principal.** Also, parents must be VIPS approved. One parent/legal guardian is allowed to observe a class at a time to limit the distraction of the instructional process. During observations, you may not interact with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for the scholars. **Observations should last no longer than 45 minutes.** The principal reserves the right to deny visitations that disrupts the educational process. In addition, the principal or designee may opt to accompany visitors to classrooms. The frequency of visitations may be limited by the principal.

COMMUNICATION

(School Messenger, Calendars, Class Dojo, Microsoft Teams, and Twitter)

School Messenger Callouts will update parents on upcoming events. Please make sure your phone number is current in the system. It is your responsibility to inform the school if your phone number changes.

School Messenger Email Messages will be used to update you on lengthier information and/or share documents, QR codes, and etc.

Monthly Calendars will go home with scholars each month to keep parents abreast of upcoming school events. Calendars will also be added the campus website.

Class Dojo will be used by all Lockhart ES teachers. Teachers will send messages regarding behavior, assignments, upcoming events, etc. Please make sure you sign up for an account and check your messages.

Microsoft Teams may be used to schedule virtual conferences in the event that a parent is not able to attend an in-person conference.

Follow us on **Twitter** @lockhartes for updates, information, and pictures.

COMPUTER/TECHNOLOGY EQUIPMENT

Each classroom has a document camera and a Clevertouch board which are connected to the building network and the internet. Laptops and iPads may be assigned to scholars for in class use.

Scholars in grades K-5 visit the technology lab weekly. The Technology Teacher offers lessons which support and extend classroom instruction. Scholars are introduced to word processing and computer programming. They utilize software which supports higher-level thinking skills. Scholars are also taught how to interact with technology equipment in an appropriate manner.

If a scholar damages campus technology, they will be required to pay a fee for repairs. Additionally, if a scholar misuses campus technology they may be banned from future use for a period of time or indefinitely depending on the circumstances.

CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! It is so important to follow these guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange for a conference:

1. **Make an appointment** – Call the office at 713-942-1950, write a note to the teacher, leave a message on the teacher's voice mail, or email the teacher to arrange an appointment time. **Please do not 'drop by' during instructional time expecting to conference with the teacher at the spur of the moment. Instructional time begins at 7:30 am and ends at 2:50 pm.** Contact your child's teacher to schedule a conference before school, during their conference period, or after school. Before and after school conferences are at the discretion of the teacher.
2. Plan to meet with the teacher(s) in-person or via Microsoft Teams. Teachers can better share work samples, clarify assignments, etc. in person, rather than by telephone. Teachers and/or the parent may request that an administrator be present during the meeting.
3. Be 'tuned in' to your child(ren) so you know when to request a conference. **Monitor grades via Parent Connect.** Additionally, view grades via Parent Connect. You will receive a paper copy of progress reports and a report card each six-week cycle.
4. Monitor class work, assessments/benchmarks, progress reports, report cards, etc.
5. Please do not ask to have teachers called out of class for a conference. **Instructional time belongs to the scholars.**

CROSSING GUARDS/POLICE OFFICERS

Lockhart Elementary is fortunate to have crossing guards assigned to the busy intersections near the school. Scholars are required to only cross the street at the corners and where crossing guards are stationed. Drivers must be extremely careful when driving around Lockhart and be sure to follow the directions of the police officers, crossing guards and Lockhart Staff traffic directors. **Please be sure to practice and teach your child safe habits by enforcing the use of the crossing guards.**

DISCIPLINE/BEHAVIOR EXPECTATIONS

The Lockhart Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated expectations and guidelines. **Lockhart enlists the participation and support of ALL parents in upholding high standards for scholar behavior.**

Lockhart Elementary Discipline Plan

- Classroom rules formulated by the scholars and teacher

- Classroom rewards and consequences formulated by the teacher
- **Frequent** review of expectations, rewards, and consequences
- Communication from teacher to parent regarding scholar behavior
- **Required Face-to-Face Conference** if behavior becomes repetitive (Levels 1 and 2 – HISD Code of Scholar Conduct)
- **Referral to the counselor for continued misbehavior AFTER teacher conference for Levels 1 and 2 offenses (Consequences Vary)**
- **Referral to the office for offenses in Levels 3 and above (Consequences Vary)**

Please sign and return the acknowledgement from the Houston ISD Code of Conduct when you receive it.

Corporal Punishment will not be used as a part of the discipline plan. Please review the code of scholar conduct with your child, sign and return the acknowledgement located in the code of conduct booklet. This Code of Conduct will be strictly enforced at Lockhart Elementary.

School-wide Rules

- Hallways are Quiet and Safe Zones – Voice levels should be on zero (no talking) and no running
- Use Level 1 voices in classrooms and cafeteria
- Always follow CHAMPS expectations
- Enter and exit all areas in a quiet and orderly manner
- Always have a hall pass when going to the restrooms, clinic, office, and other areas of the school

Hallway Expectations

- Hands free of writing utensils
- Arms Crossed, Facing Forward
- Voice Level 0
- Low speed, walking feet
- Standing in every other square

Behavioral Expectations

- Scholars are expected to respond in a positive and timely manner to the requests and directions of **ALL** Lockhart Staff.
- Scholars are expected to complete all class/home assignments while following their teacher's directions to the best of their ability.
- Scholars are expected to respect the property of the school, their classmates, teachers and others.
- Scholars **WILL NOT** use profanity or vulgar expressions or gestures of any kind.
- Scholars are expected to refrain from aggressive play which may result in injury (i.e. football of any kind, pushing, shoving, horse play, etc.).
- Fighting, provoking a fight or bullying is **prohibited**. If a scholar is being bullied, please refer to the bullying section of this handbook.

If a scholar issues a verbal or physical threat to a staff member, it is up to the administrator's discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a reprimand to out-of-school suspension. It is extremely important for scholars to understand the use of appropriate language and actions at all times when speaking to other scholars and staff members.

DISMISSAL

All families should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must change the routine, under any circumstances, be sure your child knows the changes before he/she leaves home in the morning. Any changes to regular routine must be in writing and communicated to the classroom teacher. **Any person picking up a car rider must have the car rider tag. Additionally, walk-up will not be an option for dismissal. Scholars must be a walker, car rider, bus rider, or ride a daycare van.**

If changes happen during the school day, parents must notify the main office BEFORE 2:00 p.m. Messages will not be given to scholars after this time. Additionally, scholars may not be checked out after this time.

- Scholars who walk to and from school MUST use crosswalks, obey the crossing guards and use caution at all times.
- Parents are not to park in the fire zone in the front or side of the school. Cars parked in the fire zone will be ticketed or towed.
- To avoid traffic congestions, please do not park in the drop-off/pick-up line.
- Scholars are not allowed to wait at the front, across the street, at the playground or anywhere unattended for their ride. ALL SCHOLARS WAITING FOR A RIDE MUST BE PICKED UP IN THE CAR RIDER LINE.
- Scholars are not allowed to play at the playgrounds after school without parent supervision.
- All scholars who ride HISD and private daycare buses will be picked up in the bus area of the school. Car riders will be escorted to the car rider area and will not be allowed to go to any other area for dismissal.

The policy of the Houston Independent School District does not provide for supervision of scholars before or after school hours. The policy reads as follows:

THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF SCHOLARS WHO ARRIVE AT SCHOOL BEFORE THE DESIGNATED TIME BEFORE CLASSES BEGIN IN THE MORNING OR WHO ARE NOT INVOLVED IN A SUPERVISED ACTIVITY AND REMAIN AFTER THE DESIGNATED TIME IN THE AFTERNOON.

DRESS GUIDELINES

Students are expected to follow the uniform policy except for designated “Spirit Days” identified by the campus principal and/or HISD. On “Spirit Days” the following guidelines should be followed:

- Shorts/Skirts be fingertip length or longer.
- Pants must fit at the waist
- Shoes must have a back, so they are secure to the foot – flip flops, house shoes/slippers, nor crocs are not permitted
- Crocs are not allowed to be worn. The strap does not secure the shoe to the foot and is considered a safety hazard.
- Hoodies may not be worn indoors
- Hats may not be worn indoors
- Jeans with rips that expose the skin may not be worn

Lockhart Uniform Policy

Clothing Item	Styles	Colors	Special Comments
Tops* (must be long enough to tuck into bottoms)	Long or short sleeve polo-style shirt	Solid Navy, White, or Orange	
	Oxford cloth, button down shirt	Solid White	Long or short sleeve
	White Blouse (girls)	Solid White	
Bottoms (must be standard uniform material...no stretch pants or tights)	Pants or Capri Pants	Solid Navy	Must fit at the waist**
	Walking Shorts, Skirts, Scooters and Skorts	Solid Navy	Must be fingertip length or longer and must fit at the waist**
	Jumpers	Solid Navy	Must be uniform type and finger tip length or longer**
Indoor Jackets/Sweaters	Light Jacket, Sweater or Sweatshirts	Any Color	To wear indoors. No hoods will be worn indoors. A uniform shirt must be worn underneath a sweater or hoodie.
Outdoor Jackets/Coats	Heavy Jackets or Coats	Any Color	Jackets worn to and from school and at recess only
Shoes	Closed toe and heel (flats only)	Any Color	Laces must be proper length. Shoes must be worn with socks.

***All tops must remain tucked in at all times.**

****Parents will be contacted to bring a belt for loose fitting bottoms, a substitute for bottoms that are too short, or for jeans with rips that expose the skin.**

Spirit Days/House Days

Occasionally, scholars will have an opportunity to participate in "Spirit Days" or "House Days" to show their school spirit or support campus events. Attire will be announced in advanced and included on the school calendar, when possible. Announcements regarding spirit day attire will be shared via School Messenger.

If you need school uniforms or would like to donate gently used uniforms, please contact the school nurse.

Uniform items may be purchased at local stores including Target, Academy, Old Navy, Fiesta, and Wal-Mart. In addition, uniforms can be purchased online at Lands' End and French Toast.

General Dress Guidelines

- Stud earrings are recommended for safety purposes.

- No caps, hats, scarves/bandanas, hoods, or purses can be worn inside the building.
- Solid navy, orange, or white long sleeve shirts/turtlenecks will be permitted under uniform tops on cold days.

Items considered inappropriate for school

- Cosmetics
- Oversized clothing
- Mini dresses/skirts/shorts/skorts
- Items with large and/or inappropriate words
- Ripped jeans which expose skin

The following procedures will be followed when a scholar is not dressed in compliance with the guidelines.

1. Classroom teacher will notify scholar and parent of the dress code violation (via phone call).
2. Upon a second occurrence, the office staff will contact the parent.
 - a. Parent will have the option of providing proper clothes or the child will be given clothes to wear for the school day. (Please wash and return clothes the next day)
 - b. If school does not have proper sized clothing for scholar, the parents will be asked to bring proper clothes.
 - c. Scholar will not return to class until dress code infraction has been corrected.
 - d. A Dress Code Violation letter will be sent home with the scholar to inform the parent of the infraction. Please sign and return this letter.
3. Chronic and repeated dress code infractions may result in a Referral to the Counselor.

We appreciate the cooperation of all Lockhart parents in supporting dress guidelines.

EMERGENCY PROCEDURES

In the event of an emergency, all actions will be related to the safety and well-being of both scholars and staff. The School Safety Plan is available for your information in the main office. Fire Drills will occur at least once per month. Scholars and Staff will receive instructions for drills, including fire, disaster and intruder. Evacuation from school site will be implemented upon the directions and orders from HISD Administration.

It is imperative that all information on each scholar’s enrollment and data cards be complete and kept current. **If phone numbers (home, work, emergency or doctor) change, please notify the school office immediately.**

Scholars should not be picked up from school early except in emergency situations or for doctor appointments that cannot be scheduled at other times.

Be sure that changes in “dismissal procedures” are clearly communicated and discussed **before** your child leaves home. Notify the teacher in writing when such changes occur. **If there is nothing in writing stating a transportation change, we will send your child(ren) to his/her/their regular dismissal area.**

Scholars will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to scholars. This will not be done for messages that are of a routine nature. **Please plan ahead!** Your child’s instructional time is important.

EXTENDED VACATION

Lockhart Elementary believes strongly in the importance of regular attendance by all scholars. **Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods (Spring Break,**

Winter Break, etc.) Parents of scholars who do take vacations during school time should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason.

Should a parent choose to keep a scholar out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the scholar's return to school. Advance assignments will be provided to scholars at the teacher's discretion. The school will not assume responsibility for providing individual tutoring or extensive individual help for the scholar when he/she returns.

FIELD TRIPS

Field trips will be arranged by grade level teachers as an outside lesson extension of school curriculum and instruction. For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No scholar will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip must be returned to the teacher no later than **three days** prior to the scheduled trip. **Telephone, faxed, or emailed confirmations will not be accepted.**

Lockhart Administrators reserve the right to deny a child's participation in a field trip or in co-curricular activities if his/her conduct (P or U), as reflected on his/her report card, does not merit this privilege. Scholars represent the school and your home while on field trips. Their conduct should be exemplary.

Scholars with poor or unsatisfactory conduct may attend a field trip only if the parent and or guardian attends as a chaperone.

Chaperone Policy

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all our scholars. All adults must ride school buses and pay all bus and admission fees charged to scholars. Parents may not drive personal vehicles on field trips. Parents may not "show up" at a field trip location to avoid our procedures. Parents may not bring siblings or other family members or friends on field trips.

All chaperones must have a background check prior to any field trip according to Houston Independent School District policy. Trips are planned several weeks in advance. Please allow 3-6 weeks for the VIPS approval process. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

The following food items may not be given to elementary school scholars during the school day.

FMNV – Restricted Foods

- 1. Soda:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- 2. Water Ices:** Any frozen, sweetened water such as "popsicles" and flavored ice except for products that contain fruit or fruit juice.
- 3. Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

4. **All Candy:** Any processed foods made predominately from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, chocolate, jellies and gums, marshmallow, fondant, licorice, and spun candy.
5. **Candy-Coated Popcorn:** Popcorn that is coated with a mixture made predominately from sugar and corn syrup.

The new rules from the Texas Department of Agriculture’s Texas Public School Nutrition Policy are part of the statewide efforts to promote better lifelong eating habits and to combat the increase in childhood obesity.

Lockhart has designated two opportunities where the foods listed above may be permitted.

Winter Celebration	December
Valentine’s Day	February
End of Year Celebration	June

GIFTED AND TALENTED NEIGHBORHOOD VANGUARD PROGRAM

The Houston Independent School District provides a program for Gifted and Talented scholars. The G/T program is designed to meet the needs of G/T scholars in grades K-5 at Lockhart Elementary and provides a homogeneous environment for scholars to work with their cognitive peers.

Eligibility for the program is determined by classroom performance, standardized test scores, parent recommendation and specialized testing. Any parent interested in having their child tested for the G/T program must notify the Lockhart Gifted and Talented Coordinator.

GRADING

Report Cards will be sent home with your scholar at the end of each Six-Week grading cycle. The academic grades will reflect classwork, home projects, class projects, and assessments completed during that period. A Progress Report will be sent home with your scholar at 3rd week of the grading cycle to summarize averages in each subject area and to report scholar conduct. The report card and the progress report should be signed and returned to school on the following day. Additionally, you monitor your scholar’s grades daily via Parent Connect.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades.

90 – 100	Excellent quality of work – thorough mastery of subject matter
80 – 89	Good quality of work – above average with consistent effort
75 – 79	Satisfactory quality of work – average achievement
70 – 74	Low quality of work – below average achievement
0 – 69	Unsatisfactory quality of work – failing

Conduct and Ancillary Grades will be marked with one of four letter grades to be interpreted as follows:

E	Excellent quality of behavior – self-disciplined
S	Satisfactory quality of behavior – cooperates readily
P	Poor quality of behavior – below average
U	Unsatisfactory quality of behavior – needs behavior intervention

The report card grade requirements for promotion are as follows:

- a. Overall average of 70 or above; and
- b. Average of 70 or above in Reading; and
- c. Average of 70 or above in Language Arts; and
- d. Average of 70 or above in Mathematics; and
- e. Average of 70 or above in Science or Social Studies

Scholars must also meet HISD requirements on various standardized tests to be unconditionally promoted to the next grade level. Scholars who have excessive absences will have an *NG after their grades (i.e. 90*) and must be reviewed by the attendance committee to be considered for promotion to the next grade level.

Grading Policy

Number of Grades for Report Card Averages (Kindergarten – 2nd Grade)

– Minimum of 12 grades per six-week grading cycle per subject area – Reading, Language Arts, Math, and a minimum of 6 grades per six-week grading cycle for Science and Social Studies

Number of Grades for Report Card Averages (Grades 3-5)

– Minimum of 12 grades per six-week grading cycle per subject area – Reading, Language Arts, Math, Science and a minimum of 6 grades per six-week grading cycle for Social Studies.

There is no minimum grade policy. Grades can range from 0 to 100. Grades will be weighted as outlined below:

Teacher Grade Books will be monitored weekly by Leadership Team to ensure grading policies are being followed and all assignments are meaningful and relevant to the content curriculum.

Re-Assessment

A scholar may be allowed an opportunity to retake a common assessments, benchmarks, quizzes, and individual classroom assessments for which the scholar received a failing grade (69 or below). Retakes must be administered within the same grading cycle as the initial grade. If the grade was taken within the last two weeks of the six-week grading cycle, the retake must be administered within the first two weeks of the following grading cycle.

Substitute grade recorded will not be higher than 70.

Late work

Teachers shall take no more than 5 points off the first day for late assignments. Each subsequent late day will result in up to a 2-point daily deduction.

Make-up work after Absences

Scholars who present acceptable excuses for absences will be given the opportunity to make up missed class work.

Lockhart is required to provide make up work to scholars who have been excused for observing religious holidays. Lockhart is required to give scholars a reasonable amount of time, **no more than five (5) days** to complete such make up work.

Scholars whose absences are excused, but who fail to make up work within a **designated period of time assigned by the classroom teacher**, will not receive credit for work they have missed. The scholar will receive a zero (0) for whatever work was assigned but not completed within the designated period of time set by the teacher.

Make-up work for days Suspended

When a scholar is suspended from school, all days missed by the scholar during the suspension period will be considered excused absences. The scholar will be required to make up all work missed during the days of suspension. If the scholar makes up the work, the grades from the make-up work will be averaged with other grades to determine the six-week cycle grade. There will be no other impact on the scholar's grade because of suspension.

All work must be made up within five (5) school days upon the scholar's return from the suspension. The scholar will receive a zero (0) for whatever work was assigned for the day(s) suspended that is not made up in the five-day period.

Parent Connect – (1st – 5th Grade)

Parents are encouraged to log on at www.houstonisd.org/PSC and register under HISD Connect to view their child's grades and receive progress notices and triggers. How-to videos are available. You will need the following information to register:

Student Access ID

Student Access Password

If you need assistance registering your child, please contact the main office. The campus representative may ask you to verify personal information.

HOMEWORK

Purpose of Homework

- To reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom;
- To encourage development of independent study habits, skills and responsibilities; and
- To provide an additional opportunity for family involvement in the child's education.

Teacher Responsibility

- Assign work that meets the school's homework policy time guidelines and is grade level appropriate;
- Give clear, concise directions;
- Reinforce previous (not new) learning related to the objectives being taught;
- Vary assignments and avoid busy work;
- Check and evaluate homework in keeping with a system that is clearly explained to the class;
- Provide legible handouts;
- Provide an opportunity for scholar and parent feedback; and
- Be accepting of exceptional situations when homework cannot be completed.

Scholar Responsibility

- Record, take home, complete and return all assignments;
- Make up missed or incomplete work;
- Be accurate and neat;
- Ask for explanations or clarification if you need it;
- Complete assignments in an appropriate place and within the allotted time;
- Proofread your own work and check for errors;
- Try your best;
- Have a good attitude about homework; and

- Discuss problems or concerns about homework with your teacher.

Parent Responsibility

- Make school the number one priority during the academic year;
- Provide an appropriate time and place for homework;
- Model a positive attitude;
- Indicate an interest about assignments and assist, when requested by your child, but do not complete the work for the child;
- Do not *critique* the entire assignment unless asked;
- Communicate and cooperate with your classroom teacher if your child is having difficulties or working longer than the time prescribed;
- Request assignments for your child when short/long term absences are involved;
- Assure that children read for 20 minutes daily in addition to homework; and
- Know when to stop a child when he or she is struggling with homework

Timelines for Homework

In general, homework assignments will be completed for the following days; however, long-range assignments and/or special projects will provide scholars with an opportunity to develop and refine research skills and the ability to work independently.

Homework should take no more than 1.5 hours to complete if assignments are given in all content areas.

**Reading is recognized as a universal skill that relates to all subjects. This time includes parents reading to their child or children reading library books or other pleasure reading.

Homework Reinforcement and Ideas for Parents

The following items are examples of homework that parents can use to reinforce skills.

Homework Reinforcement	PK/K	1	2	3	4	5
Practice handwriting and letter formation	*	*	*	*	*	*
Talk with your child to develop oral language skills	*	*	*	*	*	*
Practice math facts and flashcards		*	*	*	*	*
Practice counting forwards and backwards	*	*	*	*	*	*
Compose original math word problems		*	*	*	*	*
Practice measuring using standard and non-standard units of measure for weight, capacity and length	*	*	*	*	*	*
Discuss reading selections with your child after they read - Include summary, main idea, characters, prediction, setting and sequence	*	*	*	*	*	*
Develop a writer's notebook (home journal) to include poetry, narratives and letters	*	*	*	*	*	*
Use technology whenever possible to enhance topics being taught in class	*	*	*	*	*	*
Practice self-help skills such as tying shoes, buttoning, using a zipper, organizational skills and responsibility	*	*	*	*	*	*
Correct and review incorrect answers on previous assignments	*	*	*	*	*	*
Identify, count and exchange money	*	*	*	*	*	*
Practice using various types of maps	*	*	*	*	*	*
Play traditional board games as a family to enhance cooperation, listening skills and following directions	*	*	*	*	*	*

Classify and identify simple/compound machines, solids, liquids and gasses;
list ways to conserve energy

*	*	*	*	*	*
---	---	---	---	---	---

SCHOOL HOURS

School hours are **7:30 a.m. – 3:00 p.m.** each day. It is expected that all scholars arrive on time. It is important to form good habits as well as to support the educational process.

7:30 a.m. Instruction Begins
7:45 a.m. Tardy Bell
3:00 p.m. Scholar Dismissal

Scholars who are not in their classrooms by 7:45 a.m. will be counted tardy. Scholars who are tardy must be escorted inside the front door and signed in by a parent/guardian. Oversleeping, alarm clock trouble, no ride, etc. are considered unexcused tardies. Plans and back-up plans should be made to ensure that scholars arrive on time **each day**.

Scholars will be allowed one unexcused “tardies” each six-week period. Repeated late arrival can result in loss of privileges including, but not limited to, removal from after school activities (if applicable), extracurricular activities, field trips, parties/celebrations.

Scholars with excessive tardiness and/or absences, who are on Magnet Transfers will be placed on probation with the possibility of removal from Magnet Program.

NOTE: HISD Code of Scholar Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

INCLEMENT WEATHER

If Houston has severe weather conditions, please watch the TV or listen to the radio – HISD will inform the media when schools are closed.

Occasionally it is necessary to dismiss school during the school day due to inclement weather. Please have a plan for your child to follow in such a case. HISD buses will run in these instances, private daycare buses will be contacted by the school, and information will be carried on all local radio and television stations. Lockhart has a plan in place to contact parent in these instances. Please **do not** call with instructions and messages, as this will tie up needed communication lines. If school is closed during the day, parents should come as quickly as possible to pick up their scholar(s).

The principal does not have the authority to cancel or close school. HISD’s superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

LATE PICK-UPS

All scholars should be picked up from school no later than 3:20 pm each day. After 3:20 p.m. parents go to the circle drive and sign their scholar out at the front desk. If a scholar is not picked up by 3:30 p.m., additional measure may be taken. Additionally, late pick-ups will be documented and a meeting with an administrator will be required if a student is consistently picked up late or picked up extremely late (after 4:00 p.m. on any one occasion).

LEAVING SCHOOL EARLY

Scholars who need to leave school for an appointment must be checked out through the office. Parents should plan to pick up scholars before 2:00 p.m. or plan to wait for them to be dismissed at 3:00 p.m. **Scholars will not be dismissed after 2:00 p.m.** This plan is in place for the safety of all scholars.

No child will be dismissed to a parent through a teacher or other staff member. **ALL DISMISSALS MUST GO THROUGH THE MAIN OFFICE.** Only the names appearing on the scholar's data card form will be allowed access to the scholar. If your contact information changes, it is your responsibility to alert the office immediately.

School administrators ask that you keep early dismissals to a minimum. **No scholars will be released after 2:00 p.m. for dismissal.**

EARLY RELEASE/TRUANCY VIOLATION

Scholars will NOT be released early, unless excused by TEC.Sec.25.087.

STATE LAW requires scholars to attend school each day for the entire period of the program of instruction as provided. (TEC.Sec.25.085. Compulsory School Attendance)

Court Warnings/Final Notices will be issued for Early Release.

Any and all early dismissals or tardies will affect the scholar's school attendance records.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and all necessary staff will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such, must be provided to the Principal for adherence to it.

The most recent court order is the one that will be followed by the school.

LIBRARY/MEDIA CENTER

Students will be allowed to check out books from the library. The book must be returned prior to the student being allowed to check out a new book. If a book is lost, damaged, or stolen, a fee will be applied and additional books may not be checked out until the fee is paid.

LOST AND FOUND

Lockhart scholars are asked not to bring toys or valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. **Lunch items may not be shared, bought, sold or traded.**

All removable articles of clothing as well as other belongings should be clearly and securely **labeled** with the child's first and last name to prevent loss. Lost and found items will be kept in the cafeteria.

Encourage your child to check the lost and found for his/her things. Reminders to parents will go home several times before unclaimed items are donated to the local shelter. Donations to the local shelter will be made in December and May.

LUNCH

Houston ISD offers FREE lunch for all scholars. A scholar may bring lunch or eat the lunch provided at school. Lunch may not be dropped off in the office during the school day. The HISD Food Service Department provides a calendar of menus each month. **Please check the HISD website for menu options.**

Please complete and return the socioeconomic form for your scholar(s). The socioeconomic form is also available via Parent Connect.

CAFETERIA RULES

1. **Scholars will be quiet in the serving line.**
2. **Scholars will be polite and follow the directions of the Food Service Personnel.**
3. **Scholars may bring thermos bottles and non-carbonated drinks in cans (NO SODA).**
4. **Scholars may talk in quiet voices during lunch.**
5. **Scholars will stay seated during the lunch period unless they receive permission from the staff member on duty.**
6. **Scholars will be responsible for leaving the tabletops clear and picking up paper from under the tables.**
7. **School personnel will assist scholars in making healthy lunch selections. Scholars may not purchase multiple dessert items.**
8. **Lunch items may not be shared, bought, sold, or traded among scholars.**
9. **Scholars must eat lunch during their scheduled lunch time due to instruction schedules.**
10. **PARTIALLY EATEN FOOD ITEMS ARE NOT ALLOWED TO LEAVE THE CAFETERIA UNLESS THEY ARE IN A LUNCH KIT/BAG. WATER BOTTLES/THERMOS CONTAINERS MUST BE EMPTY. PARTIALLY EATEN ITEMS NOT IN A LUNCHKIT WILL BE THROWN AWAY BEFORE LEAVING THE CAFETERIA.**
11. **Scholars are not allowed to eat or drink in hallways or during dismissal.**
12. **Food items for scholars will not be heated by school personnel.**

Lunch Visitation: Starting September 15th, parents and guardians may eat lunch with their scholar on Thursday of each week only. If you choose to bring lunch for your child, please treat your own child or the whole class. Please do not single out small groups within the class. This makes other scholars feel excluded.

MESSAGES TO SCHOLARS

Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for scholar/parent use. It would be impossible to allow use of the school phone for outside calls unless it is an emergency.

MESSAGES TO TEACHERS AND ADMINISTRATORS

We encourage communication between parents and teachers. However, because of their teaching responsibilities, teachers will not be called to the phone during instructional time (7:30 a.m. – 3:00 p.m.). If you would like to speak with your child's teacher, the office staff will send a message to the teacher. Teachers have up to 48 hours to reach out to parents. This excludes weekends, holidays, and any day school is not in session.

If at any time, you have a concern regarding your child's education or school procedures, **PLEASE BEGIN WITH YOUR CHILD'S TEACHER**. If after talking to the teacher you still feel concerned, please contact one of the campus administrators **713-942-1950**. Your concerns are our concerns – please feel comfortable in sharing them. A resolution will be worked out with team effort.

MEDICAL INFORMATION

The School Nurse

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness.

Should you have any questions regarding your child's health, please do not hesitate to contact the nurse.

Immunizations

Any scholar entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of missing data. You will have 7 days to bring your child's immunizations up to standard from the date of the letter sent home. For the beginning of the school year all immunization records need to be updated by October 1, 2022....NO EXCEPTIONS!!!

MEDICAL INFORMATION

For the safety and protection of all scholars, medication (prescription or over the counter) may not be brought and kept by the scholars to be taken during the school day.

The school nurse may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the pharmacy container that shows the child's name and the type of medication, along with dosage directions and frequency.

Scholars who become ill at school will:

- be sent home if fever is 100 or above and/or
- be sent home if vomiting occurs.
- be sent home if they have any symptoms associated with COVID-19

For attendance purposes, scholars who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 9:00 a.m.

Scholars must be free of fever without fever reducing medication (Tylenol, Motrin, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Communicable disease control measures for all scholars and personnel in the Houston Public Schools

Acquired Immune Deficiency Syndrome (AIDS)	May remain in school unless medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others
Chicken Pox	May return to school on seventh day after appearance of eruptions if temperature is normal and no complications, no moist lesions
COVID-19	May return to school after quarantining for 5 days
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department
Hepatitis (Infectious A)	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious
Impetigo	Exclude until treatment has begun and keep covered while in school
Lice	Exclude until the hair is free of live organisms and nits
German Measles (Rubella)	May return to school seven days after appearance of rash.

Meningitis Meningococcal	Exclude until statement from physician that (epidemic-type) person is non-infections –no restrictions on contacts
Mononucleosis (Infectious)	Exclude until recovered or released by physician – no restrictions on contacts
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal – no restrictions on contacts
Conjunctivitis (Pink eye)	Exclude until recovered, or physician’s statement that person is non-infectious.
Poliomyelitis	Exclude until released by physician – no restrictions on contacts
Ringworm of scalp	May attend school provided under treatment by a physician – no restrictions on contacts
Ringworm of skin	May attend school provided the areas are covered; treatment recommended; no restrictions on contacts
Scabies	Exclude until released by physician; all in household should be treated at same time; not restrictions on contacts
Streptococcal Infections:	Exclude until released by the physician – no Scarlett Fever contact restrictions - (usually 24 hours from Scarlatina date antibiotic treatment began)
“Strep” sore throat	
Tuberculosis	Exclude until released by a physician; household contacts must have release from physician
Pertussis (Whooping Cough)	Exclude until free of cough or until release by physician; no restrictions on contacts

IN CASE OF ILLNESS OR ACCIDENT

If a scholar becomes ill or is injured during school hours, the School Nurse is contacted. The School Nurse will determine the seriousness of the illness or injury and upon her determination, a parent, or legal guardian will be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the data card will be contacted and, if warranted, the family physician. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

ORGANIZATIONS

PARENT ORGANIZATIONS

Shared Decision-Making Committee (SDMC) – The school shared decision-making committee includes parents, teachers, and community members working together to plan and make decisions for the school. The minutes will be posted on the school website as well as on campus in or near the Parent Center.

Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in September. Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships and collaborations fostered through participation in school endeavors.

PTO meetings will be indicated on the school calendar and various flyers distributed by the PTO.

Volunteers in Public Schools (VIPs) – Our VIPs give regularly of their time and talents. Participating projects may include the library, campus events, tutoring sessions, cafeteria assistance and many other areas.

SCHOLAR ORGANIZATIONS

Safety Patrol – Scholars who can accept added responsibility and can assist the staff in providing for the safety of other scholars apply for this position. Faculty sponsors and the administrators work closely with these patrol persons.

Pep Squad – Girls in PK – 1st grade that perform at various school functions and outside events

Cheerleaders – 2nd – 5th grade girls that perform at various school functions, outside events and local cheer competitions.

Coding Club – Scholars in grades 3rd – 5th grade may apply to be a part of Lockhart's computer science club.

National Elementary Honors Society – Scholars in grades 4th-5th grade may be recommended by a teacher to be inducted to the program. At minimum, each student must maintain an 85 or above in each subject area for all grading cycles, have excellent conduct and great leaders

SCHOLARS WHO ARE NOT IN ATTENDANCE AT SCHOOL, ARE NOT ALLOWED TO ATTEND AFTER-SCHOOL PRACTICE/CLUBS.

PARKING

Safety above all else is a core value in Houston ISD. Follow all 'no parking' signs and guidelines enforced by Lockhart Elementary. Visitors should park in designated **VISITOR** parking spaces in the front of the school and on the streets surrounding the school (Rosedale and Sauer). Areas painted red (No Parking/Fire Zone) are not parking spaces. Please do not park your car and leave it unattended in these zones. Cars may line up in the drop-off/pick-up area in the rear of the school for arrival/dismissal as long as the driver remains in the car. The faculty and staff parking lot is reserved for Lockhart faculty and staff **ONLY**, unless there is a school activity.

PARTIES (Classroom/School)

In complying with the Texas Public School Nutrition Policy, the Texas Department of Agriculture has implemented new rules and regulations regarding both Foods of Minimal Nutritional Value and “competitive foods.” The new rules are part of the statewide efforts to promote better lifelong eating habits and to combat the increase in childhood obesity. Additionally, due to COVID-19 other restrictions have been placed on class parties to ensure the safety of all: all food must be individually packages. Additionally, we will not accept food items that are prepared at home. Lockhart has designated three opportunities for classroom parties.

Winter Celebration	December 2022
Valentine’s Celebration	February 2023
End of Year Celebration	May 2023

PHYSICAL EDUCATION

State law requires all elementary school scholars receive at least 135 minutes of physical education activities per week. Lockhart scholars meet this requirement by attending PE classes during ancillary and activities during daily recess. Scholars will be provided with a new face mask upon re-entering the building.

PROMOTION POLICY

The Houston Independent School District uses different academic measures to decide if a scholar will be unconditionally promoted to the next grade. They are course grades, STAAR for grades 3 - 5, and the High Frequency Word Evaluation for grades 1 and 2. Please note that scholar attendance may also affect a scholar’s promotion to the next grade level, since there is a limit of unexcused absences during the school year a scholar may have.

REPORT CARDS

Report cards will be available on via Parent Connect at the end of the six-week grading cycle. Parents may request a paper copy by visiting the campus. Additionally, a paper copy can be mailed upon request.

Progress Reports – will be made available via Parent Connect once during each six-week period. These reports are to notify parents of their child’s progress. However, Parent Connect is available at any time and parents are highly encouraged to check grades daily. If you would like to conference with the teacher, please contact the campus or email the teacher. He/She will contact you to schedule a conference.

Honor Roll Incentives– Scholars with All As and All As and Bs

REQUESTING COPIES OF SCHOLAR RECORDS

Copies of scholar records may be requested from the Registrar. Requests must be made in person. The Registrar will verify your relationship with the child and check your identification. You will be asked to place your request in writing. The Registrar will prepare your documents and your will be contacted to pick up the documents in the main office. One copy of records is provided at no cost. The turnaround time for record requests is before the end of the next school day.

RESIDENCY

Lockhart is a magnet school for science, technology, engineering and math and accepts transfers for those scholars who qualify for the magnet program. All other scholars not on a magnet transfer must reside in the Lockhart attendance zone to attend school at Lockhart. Scholars that are not zoned to Lockhart are encouraged to attend their home school. Special Education transfers are granted when the ARD committee recommends a program that is not offered at the scholar's home school.

If a scholar moves out of the Lockhart zone during the school year, the scholar must enroll in his/her "new" zoned school. Scholars may not remain at Lockhart after moving from the zone unless he/she applies and is accepted into the magnet program.

REGISTRATION/WITHDRAWAL FOR NEW SCHOLARS

Any scholar entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of missing data. You will have 7 days to bring your child's immunizations up to standard from the date of the letter sent home. For the beginning of the school year all immunization records need to be updated by October 1, 2022....NO EXCEPTIONS.

Parents are asked to notify the school as soon as possible if they will be withdrawing their child from school. Records will be forwarded by mail to the receiving school.

The following items are required to register in an HISD school. **All documents** should be presented at the time of registration.

Proof of birth date (original/official copy of Birth Certificate or passport)

Scholar must be five on or before September 1 to enter kindergarten; six on or before September 1 to enter first grade; four on or before September 1 to enter Prekindergarten)

Scholar Social Security Card (preferred, but not required)

Proof of Immunizations:

Any scholar entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of missing data. You will have 7 days to bring your child's immunizations up to standard from the date of the letter sent home. For the beginning of the school year all immunization records need to be updated by October 1, 2020....NO EXCEPTIONS!!!

Proof of Residency (TWO items required) in Parent's/Guardian's Name

1. Current utility (gas, water, electricity) bill (must be within 30 days of enrollment; no delinquent or disconnection notices) **AND**
2. Current mortgage statement or lease agreement with parent's name and address **AND** scholar's name listed as a resident

Most Recent Report Card from previous school showing grade level/promotion status

Withdrawal Paperwork if transferring mid-year

Parent or Legal Guardian's Driver's License (person who enrolls scholar must be parent or legal guardian, with proof of guardianship)

All registration documents must be **complete** before a child is considered "enrolled." Classroom spaces cannot be reserved until all documents are complete.

Once enrolled the parent & scholar(s) must go through a required parent/scholar orientation.

******SAFETY******

All visitors must sign in and wear a visitor's badge **each time** they visit Lockhart Elementary. A valid STATE ID must be presented and scanned to receive a visitor's badge.

Volunteers must sign in and log their hours at the front desk. (We are not accepting volunteers until further notice.)

For the safety of scholars and school personnel, visitor entry into the building is through the main entrance where you will receive a visitor's pass. Please DO NOT ask scholars or school staff to allow you entry through any other door.

SELLING/TRADING

Lockhart scholars are not permitted to bring, sell or trade toys or collective items on the campus or on buses. Items such as these distract scholars' attention and interfere with instruction in the classroom.

TESTING

Scholars will be administered several standardized assessments during the school year. These are under the direction of the HISD Testing Department.

Circle Assessment: PreK

The CIRCLE Assessment System provides teachers immediate feedback that shows children's progress in: • Rapid Letter Naming • Rapid Vocabulary Naming • Letter-Sound Correspondence • Phonological Awareness • Book and Print Knowledge • Story Retell • Early Writing • Mathematics • Science and Social Studies • Social and Emotional Development • Approaches to Learning • Physical Health and Development

Teachers use information from the CIRCLE Assessment to inform instructional decision-making for group and individual lesson planning.

- Circle Assessment: Pre-Kindergarten
- Texas KEA: Kindergarten
- Benchmark Running Records: 1st – 5th Grade

Benchmark Running Record is a **Literacy by 3 program** designed to help teachers gather authentic reading proficiency evidence from beginning, middle, and end of year running record benchmarks.

- High Frequency Word Evaluation (HFWE): 1st and 2nd Grade



- Education Galaxy (Reading, Math, Writing, Science): K – 5th Grade

Education Galaxy provides award-winning online assessment for scholars to help prepare them for state testing. Education Galaxy is built 100% to your state standards and provides a highly-engaging and amazingly effective way for scholars to master all their state standards. Education Galaxy is a great tier 1 solution for practice, instruction, and assessment.

- Renaissance 360 (Reading and Math) Inventory: K – 5th Grade

Renaissance Star 360[®] includes interim assessments for early literacy, math, and reading (also available in Spanish), helping you determine the best instruction to meet the needs of all scholars. Each assessment produces valid, reliable data and can be completed in about a third of the time it takes to complete other benchmark and interim assessments. Renaissance Star Custom[®], a formative assessment tool, gives educators daily insight into scholar performance.

- District Level Assessment
- Imagine Learning Math: 3rd – 5th Grade

Web-based curriculum proven to raise math achievement - The program provides rigorous instruction and meaningful practice.

- | | |
|------------------------------------|---|
| - STAAR Reading, Math | 3 rd Grade – 5 th Grade |
| - STAAR Writing | 4 th Grade |
| - STAAR Science | 5 th Grade |
| - CogAT/IOWA (Gifted and Talented) | Kindergarten and 5 th Grade |
| - Reading and Math Inventories | Pre-Kindergarten |
| - Dyslexia | Kindergarten and 1 st Grade |

The tests are administered to assess scholar needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents as soon as they arrive on campus.

Parents are not allowed to visit the campus during school wide test administrations. On these testing days, we try to keep distractions at a minimum, creating the best testing environment for the scholars.

Testing Dates will be included with the monthly calendar.

TEXTBOOKS

Textbooks are issued to use during instruction during the school day.

VISITATION (Scholars)

We love to see our former Lockhart scholars from time to time for a short visit. However, scholars who are not enrolled at Lockhart may not 'visit' in classrooms for extended times, or spend the day at the school, unless he/she is donating time to volunteer and it has been approved by the principal. Children who have been dismissed early from other schools may not visit or wander about the school during instructional time.

CAMPUS CONTACTS

Grade Level Administrators:

Christina Anderson: PreK and Kindergarten

Kimberly Madison: 1st – 2nd Grade

Whitney Bruns: 3rd – 5th Grade

504 Services	Lakesha Budgewater
Athletics	Marques Guillory
Attendance	Linda Houston
AVID	Lakesha Budgewater
Cafeteria	Dora Galvan
Counseling Services	Lakesha Budgewater
Dyslexia	Kimberly Madison
Enrollment	Linda Houston
Gifted and Talented	Brittany Johnson
Health Services	Deborah Neal
HISD Transportation	Whitney Bruns
Intervention	Kimberly Madison
Magnet	Christina Anderson
Non-Academic Services	Wraparound Specialist
Parent-Teacher Conference	Homeroom Teacher or Elise Presley
Special Education Services	Shawn Garvin
Student Records	Linda Houston
Technology	Kevin Bustos
Title I	Rosalyn Latin
VIPS/Volunteer	Elise Presley