



THE
**LANTRIP
WAY**

BE KIND. • BE A LEADER. • BE RESPONSIBLE. • BE YOUR BEST.

Janet Benavides, Principal
Maxine McCarty, Assistant Principal



100 Telephone Rd.
Houston, TX 77023
Phone: 713-924-1670 Fax: 713-924-1672



A NOTE TO STUDENTS:

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



NOTES TO THE PARENTS:

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

Janet Benavides
Principal



Lantrip's Mission Statement

At Lantrip, we develop the whole child through rigorous learning, real-world experiences, and meaningful community engagement, empowering every student to achieve excellence and become a future leader.

Environmental Pledge

We will protect our planet and encourage others to do the same.

Motto

Why do we need knowledge?
Because we are going to college!



YEARLY CALENDAR

2026-2027

JUNE • 2026

4Last day for students
5Staff PD Day (no classes)
95th Quarter Staff PD
10-30 5th Quarter
19Juneteenth

JULY • 2026

1-175th Quarter
2Recess (no classes)
3Independence Day
observed
20-29School Leaders' Induction
and Preparation
30-31All Staff Induction
and Preparation

AUGUST • 2026

3-7All Staff Induction
and Preparation
10First Day for Students

SEPTEMBER • 2026

7Labor Day
21Staff PD Day (no classes)

OCTOBER • 2026

9Staff PD Day (no classes)

NOVEMBER • 2026

23-27Recess (no classes)
26Thanksgiving Day

DECEMBER • 2026

21-31Recess (no classes)

JANUARY • 2027

1New Year's Day
4Staff PD Day (no classes)
18MLK Jr. Day

FEBRUARY • 2027

15Staff PD Day (no classes)

MARCH • 2027

8-12Recess (no classes)
26Staff PD Day (no classes)
29Chavez-Huerta Day
observed

APRIL • 2027

16Staff PD Day (no classes)

MAY • 2027

28Last day for students
31Memorial Day

JUNE • 2027

1Staff PD Day (no classes)
75th Quarter Staff PD Day
8-30 5th Quarter
18Juneteenth

JULY • 2027

1-155th Quarter
2Recess (no classes)
5Independence Day
observed
165th Quarter Staff PD Day

JUNE 2026						
S	M	T	W	T	F	S
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JULY 2026						
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AUGUST 2026						
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SEPTEMBER 2026						
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OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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APRIL 2027						
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MAY 2027						
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30	31					

JUNE 2027						
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JULY 2027						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FIRST DAY OF SCHOOL AUGUST 10, 2026			LAST DAY FOR STUDENTS MAY 28, 2027			LAST DAY FOR TEACHERS JUNE 1, 2027		
Holiday (no classes) Recess (no classes) Staff PD (no classes) 5th Quarter 5th Quarter Staff PD Day (no classes) School Leaders' Induction and Preparation All Staff Induction and Preparation			GRADING CYCLES Aug. 10 - Sep. 18 Sep. 22 - Oct. 30 Nov. 2 - Dec. 18 Jan. 5 - Feb. 19 Feb. 22 - Apr. 15 Apr. 19 - May 28			REPORT CARD Sep. 25 (Friday) Nov. 6 (Friday) Jan. 8 (Friday) Feb. 26 (Friday) Apr. 23 (Friday) Jun. 2 (Wednesday)		



Programs, Policies and Procedures

Daily Schedule

Students **Arrive** from **7:10 a.m. - 7:35 a.m.**

Students **Report to Class** at **7:30 a.m.**

Students are Considered **Tardy** after **7:35 a.m.**

Pre-Kinder and Kinder Hours: **7:30 a.m. - 2:45 p.m.**

1st - 5th Grade Hours: **7:30 a.m. - 3:00 p.m.**



To ensure the safety of our children, students are not allowed to come on campus before 7:10 a.m. Our **Pre-Kinder and Kinder** students are **dismissed** at **2:45 p.m.** and **1st - 5th grade** students are **dismissed** at **3:00 p.m.** Students should **not stay on campus after 3:30 p.m.** since no adult supervision is available.

Attendance Policy

According to state requirements, an elementary student must be in **attendance every day** of the school year to be promoted to the next grade and authorizes school officials to excuse absences only in special circumstances. In May, an attendance committee will review the records of any student not meeting the criteria to determine if he/she will progress to the next grade. **Students who are absent must present a written excuse within 3 days of the absence.** In the event that students are habitually tardy, they will be given a consequence and a letter will be sent home to notify parents. The *only* acceptable excuses for absences and tardies are:

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

Official HISD and State attendance is taken every day at **9:30 a.m.**

- To be counted **present for the entire day**, your child must be at school by **9:30 a.m.**
- If your child is **not in class at 9:30 a.m.**, they will be marked absent for the whole day, even if they arrive later.
- The **only exception** is if your child arrives **after 9:30 a.m.** due to a medical appointment. In that case, you must provide a **note from the doctor's office** for your child to be counted as present.



Registration Requirements

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

1. Proof of Residence (Utility Bill) with Parent Name and Address
2. Student Birth Certificate
3. Student Immunization Record
4. Final Report Card from the Last School Attended (If Applicable)
5. Student Social Security Card (If Available)
6. If enrolling during the current school year, a withdrawal sheet from the previous school attended.
7. If the student is residing with someone else other than their parent, guardianship paperwork will be required.

Age Requirements

To enroll your child, please make sure they meet the following age requirements by September 1 of the current school year:

- Pre-Kindergarten (Pre-K 4): Child must be 4 years old on or before September 1.
- Kindergarten: Child must be 5 years old on or before September 1.

Pre-Kindergarten Enrollment Requirements

In addition to meeting the age requirement of **4 years old on or before September 1**, children must also **qualify** for the Pre-Kindergarten program based on one or more of the following criteria:

- The child is eligible for **free or reduced-price lunch** (based on family income).
- The child qualifies for the **bilingual/ESL program** (limited English proficiency).
- The child is a member of a **military family** (active duty, injured, or deceased parent/guardian).

Eligibility is determined during the registration process. Please contact the school office for assistance or additional information about how to qualify.

Transfer Procedures

If you need to withdraw your child from school, please notify the front office **at least 2 days in advance**. This allows us time to prepare the necessary paperwork and ensure all records (including fines and library books) are cleared.

What You'll Need to Provide:

- Your child's **last day of attendance**



- Your **new address**
- The **name of the new school** your child will attend

Important Reminders:

- A parent or legal guardian must complete the withdrawal process **in person**.
- Once the withdrawal form is complete, you will receive a **withdrawal report** and a **copy of the most recent report card**. These documents must be taken to your child's new school.

We appreciate your cooperation in providing a **2-day notice**, which helps us ensure a smooth transition. However, we understand that emergencies may occur, and we will do our best to accommodate urgent requests when necessary.

Emergency Contact Forms

To ensure we can reach you in case of emergencies or important school updates, parents are asked to complete a **Contact Information Form** at the time of enrollment and again at the beginning of each school year. If any of your contact details change during the school year — such as your address, phone number, name, or emergency contacts — please **notify the school office as soon as possible**. It is **essential** that we have a **current and working emergency phone number for the parent or legal guardian and updated secondary emergency contacts** in case we are unable to reach you. Thank you for helping us keep your child safe and informed throughout the school year.

School Communication

To keep you informed and up to date, we use several methods of communication:

- **Green Communication Folder:**
Every student will receive a **green folder** that will be sent home **every Thursday** with important flyers and school information. Please check the folder each week and encourage your child to give you the materials inside.
- **Monthly Calendars:**
A printed **monthly calendar** will be sent home with students during the **first week of each month**, highlighting important dates and events.
- **ParentSquare:**
Our primary **online communication tool** is **ParentSquare**. Please make sure you are **registered** for a ParentSquare account and **check it regularly** for important updates from the school and your child's teacher.



- **Social Media:**

We also encourage families to **follow our school on Facebook, Instagram, and Twitter** for reminders, photos, and updates on school events and activities.

Progress Reports and Report Cards

Progress reports will be sent home by the teacher to the parent/guardian of all students throughout each grading cycle. These progress reports are to be signed and returned to your child's teacher. Report cards will be sent home by the teacher to the parent/guardian of all students at the end of the 6 week grading cycle. Progress reports and report cards will be sent home according to the following schedule:

NOTE: The count of days in each cycle does not include professional development days, which are non-instructional.

REPORT CARD/PROGRESS REPORT DATES				
CYCLE	Dates	# of Days	Progress Report Date	Report Card Date
Cycle I	Aug. 12 – Sept. 19	27	8/29/2025	Sept. 26 (Friday)
Cycle II	Sept. 22 – Oct. 31	28	10/10/2025	November 10 (Monday)
Cycle III	Nov. 3 – Dec. 19	29	11/21/2025	January 9 (Friday)
Cycle IV	Jan. 6 – Feb. 20	31	1/23//2026	February 27 (Friday)
Cycle V	Feb. 23 – Apr. 17	33	3/20/2026	April 24 (Friday)
Cycle VI	Apr. 20 – Jun. 4	33	5/8/2026	June 4 (Thursday) – ES, K-8, MS June 12 (Friday) – HS
	Semester 1 (F)	84		
	Semester 2 (S)	97		

SIX WEEKS ADA CYCLE DATES		
ADA CYCLE I	AUGUST 12 – SEPTEMBER 19	27 DAYS
ADA CYCLE II	SEPTEMBER 22 – OCTOBER 31	28 DAYS
ADA CYCLE III	NOVEMBER 3 – DECEMBER 19	29 DAYS
ADA CYCLE IV	JANUARY 6 – FEBRUARY 20	31 DAYS
ADA CYCLE V	FEBRUARY 23 – APRIL 17	33 DAYS
ADA CYCLE VI	APRIL 20 – JUNE 4	33 DAYS
		181 TOTAL DAYS

Lantrip's Grading System

The Houston Independent School District is using a new grading system called PowerSchool. Parents will have an opportunity to see the child's grade online. Directions for logging into PowerSchool can be found on the school website.

A	90-100	Excellent
B	80-89	Good
C	75-79	Fair





D	70-74	Passing
F	50-69	Failing

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

Homework

Regularly assigned homework assists students in achieving satisfactory school progress and develops good study habits and responsibility. Assignments are the outgrowth of classroom work and provide practice. Maintenance homework is assigned Monday through Friday.

In an effort to improve and practice reading skills, Lantrip will continue the Family Home Reading Program. Lantrip students are required to read, or have someone read to them, **for a minimum of 20 minutes each evening**. This is part of their homework assignment. Students may read any age-appropriate book, picture book, fiction, or magazine of interest.

It is each student's responsibility to complete homework assignments and meet all deadlines. Students are assigned homework assignments. However, it is the responsibility of the parent to show interest, provide guidance and a motivating environment.

The following homework suggestions may help you help your children:

- Choose an area where you and your child can read together for 20 minutes or more each day.
- Make sure the television and radio are turned off in the room where your child is studying.
- Check your child's homework and provide positive comments.
- The most important suggestion is to have fun helping your child learn!
- If your child is having difficulty with the assignment, ask your child's teacher how you can help.





Health

Medication

Houston ISD board policy prohibits school personnel from administering **any** medication during school hours. If a child must take long-term medication, the school will provide parents with forms to be completed by a physician detailing their directions. This form must be renewed annually for any medication, including inhalers. If you have any questions or concerns please contact our school nurse, Ms. Montelongo at rmontelo@houstonisd.org

Immunizations

In accordance with **Texas state law**, **all students** must have **current and up-to-date immunizations** in order to attend school.

What Parents Need to Know:

- It is the **parent's or guardian's responsibility** to provide the school with a **complete and accurate immunization record** for their child.
- Immunization records must be kept **up to date** at all times.

Exceptions:

Students may be exempt from immunizations for the following reasons:

1. **Medical Reasons** – A signed statement from a licensed physician must be provided, explaining why the immunization is medically contraindicated.
2. **Religious or Personal Beliefs** – Parents must submit an **official exemption affidavit** from the Texas Department of State Health Services.

Please make sure all documentation is submitted to the school office before the start of the school year, or as soon as changes occur.

For more information, visit the Texas Department of State Health Services Immunization Requirements.





Visitors

Parents are always welcome at Lantrip during school events. d Houston ISD policy specifies that all visitors must check in at the main office before going to any part of the campus. This is for the protection of all our students and staff. All visitors must have their ID to be checked in through the Raptor system before being allowed inside the campus.

Parents may be contacted by teachers to attend conferences regarding their student. It is in the best interest of the teacher that conferences be held after school or during the teacher's conference period instead of during instructional time. Please feel free to call and schedule an appointment for a conference with your child's teacher as needed.

All parents are allowed in the building on the first day of school.

Volunteers

In order to volunteer at our school, parents must go through the Volunteers in Public Schools application to be approved as a volunteer. This application must be renewed annually online.

Register below to get involved



ENGLISH



SPANISH



Dress Code

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

GENERAL GUIDELINES

All students are required to wear uniforms.

The following are not permitted at school: slides, thongs, high heels, sandals, crocs or cleats; make-up; extreme hairstyles and colors. Click [here](#) to order uniform shirts!



Lantrip Elementary School 2026-2027 Uniform Policy

Kelly Green Polo



White Polo



Navy Blue Polo



Navy Blue or Khaki Bottoms



Closed Toe Shoes





Lantrip Elementary School Politica de Uniforme 2026-2027

Polo Verde Kelly



Polo Blanca



Polo Azul Marino



Prendas de Abajo Azul Marino o Caqui



Zapato cerrado



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

1. If the student fails to wear the required uniform: the student will be sent to the office and provided a school uniform, if possible. If a uniform is not available, parents will be asked to bring the uniform to school.
2. Repeated failure to comply will require a parent conference with the principal

If you are in need of assistance with dress-code clothes, please notify the front office and we will do our best to accommodate. Thank you in advance for your continued support in implementing Lantrip's dress code.



School Environment and Safety Procedures

All parents, Students, Faculty and staff are asked to comply with the following safety procedures:

- Our school circle drive near the cafeteria will be used as a drive through from 7:10 a.m.-7:35 a.m. to drop off children. **Parking is not allowed in the circle drive during drop off.**
- Private school buses and Houston ISD buses are authorized to use the big circle drive **nearest the music room** for dropping off or picking up students.
- The loading dock nearest the cafeteria/kitchen area must remain **clear at all times**. This serves as an emergency exit during school hours.
- Parents should park at least 300ft away from crosswalks where crossing guards are present to ensure the safety of students and parents.

Street Crossing

Houston ISD places crossing guards at the intersections of Telephone and McKinney from 7:05 a.m.-7:45 a.m. and from 2:30 p.m.-3:30 p.m. to supervise our children. Children who wish to cross the street must cross at the supervised areas. No children should cross the street in the middle of the block.

Discipline

Rules of conduct are established to achieve and maintain an orderly environment conducive to learning. Lantrip's rules are in accordance with established district policies and procedures (outlined in the Houston ISD Student Code of Conduct). Students will be treated reasonably, fairly and with patience, however, violation of district and school rules will not be tolerated.

School Rules

1. Students will be expected to respond in a positive manner to the directions of all staff members and parent volunteers.
2. Students should respect the personal rights and property of their classmates and others.
3. Students are encouraged to help maintain a neat and orderly school environment.
4. Profanity or vulgar expressions of any kind are absolutely unacceptable.
5. Students are expected to refrain from rough or aggressive play; which may result in injury to themselves or others.
6. Fighting, provoking a fight, bullying or intimidation is prohibited.
7. Students should walk in a quiet and orderly manner.
8. Students should not bring items to sell at school.



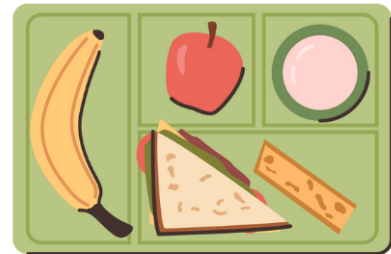
It is the responsibility of the parents and students to become familiar with the provisions of the Houston ISD Code of Student Conduct as well as the rules and regulations of their school. The Code of Student Conduct is sent home and is available in the school and in the central office. The Code specifies the rights and responsibilities of students, parents, teachers and administrators. Furthermore, we encourage you to adhere to school and district rules and regulations so that the students' educational opportunities may be maximized.

Cell Phones

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

Cafeteria Rules

1. Walk quietly when entering and leaving the cafeteria.
2. Speak in a low and pleasant voice.
3. Go through the lunch line once.
4. Stay in your seat until your class is dismissed.
5. Make sure your trash is thrown away and that your area is cleared before you leave.



Consequences for Inappropriate Behavior

The following consequences are given for inappropriate behavior at Lantrip:

- Give a warning to the student.
- Call the parent and request a conference.
- Assign the student to lunch detention.
- Assign the student to after school detention.
- Provide some type of in-school suspension.
- Suspension.

If students are to be kept after school for any reason, the parents will be notified in advance. District policy does not allow any form of corporal punishment. Corporal punishment is defined as any physical contact with the child that could possibly be constructed as punishment.

ASSISTANCE/ROLES



School and District Assistance

As soon as a student's performance indicates the student might fail, the classroom teachers, specialists at the school, and/or district specialists will take steps to help the student improve. Teachers will communicate with parents regarding student progress and improvement plans as soon as they notice problems in student achievement. Parents must work with their children and the school to meet promotion standards.

Family Role

To help your child meet promotion standards:

- Ask your child daily about what he/she did in school.
- Ask about and follow homework study plans.
- Plan family learning activities that will reinforce your child's learning.
- Make and use oral or written contracts with your child and his/her teachers.
- Participate in school events so that your child knows you think the school is important.
- Attend teacher/parent conferences regularly.
- Be sure that children are in school every day for the full day.
- Make doctor and dentist appointments during non-school hours.
- Read with your child for at least 20 minutes every night.

Student Role

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



- Attend after-school and Saturday tutorials if available.
- Ask their teachers for extra help when they need it.

Dora B. Lantrip Elementary Grade Level Environmental Themes 2025-2026

Grade	Environmental Theme
Pre-Kinder	Agriculture, Plants & Animals
Kinder	Endangered Species
1st Grade	Rainforest
2nd Grade	Water
3rd Grade	National Parks
4th Grade	Oceans
5th Grade	Weather