

Seriously
Awesome!

**Lovett Elementary
Handbook**



2024-2025



LETTER FROM THE PRINCIPAL

On behalf of the administration and staff I want to welcome you to the 2024-25 school year! I am pleased that you have selected Lovett Elementary to educate your child as we work and learn together. It is an honor and a privilege to provide a safe and fun learning environment for your child. I am excited to get to know your child and to meet each of you as we partner together to create a safe and positive learning experience for your child.

This handbook is designed to help you navigate the policies and school procedures as well as important recommendations that will keep your children safe and learning. Every parent must become familiar with this handbook. If ever in doubt about a procedure or policy, please contact your classroom teacher, front office staff or school administrator.

This handbook was designed for both students and parents. Please refer to this handbook often and read it with your child so they also understand the procedures that pertain to them. The handbook is a living document and we will make adjustments as needed to keep our community informed or to clarify procedures and policies. It is not designed to answer every question that might come up through the year. However, it provides guidance on critical topics. When sections of the handbook are updated, we will inform the school community via the weekly Lovett Letter School Newsletter. Sign up for the Lovett Letter by visiting the Lovett PTO site at <https://lovettpto.membershiptoolkit.com/login-form?r=%2F>. I am looking forward to a fantastic school year, I hope you are too!

Sincerely,

Dawn E. Thompson
Principal

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ABOUT US



HISTORY OF LOVETT ELEMENTARY

EDGAR ODELL LOVETT ELEMENTARY SCHOOL was named for the first President and Founder of the Rice Institute, now Rice University. Lovett welcomed its first students on September eighth, 1957 and was dedicated on December ninth of that year. Pauline Davis served as the first principal and remained as such for 16 years, followed by Gene Lasater (for two years) and Joan Cullenane (for three).

In 1978, as the neighborhood grew older and competing private schools began to be established nearby, the Lovett enrollment dropped to fewer than 200 students and HISD considered closing its doors. Parents petitioned the then-Superintendent of Schools, Billy Reagan, to appoint Annie Lee Smith (one of our sixth grade teachers) as the principal. Under her guidance and support, Mrs. Smith and a group of parents, former parents and neighbors, determined to save the school, went door to door recruiting children from all over the city. Mrs. Smith had recently done a neighborhood survey to determine the kinds of educational opportunities local parents wanted for their children, and she knew what to put in place to attract these parents.

The results of this survey led to the addition of two major programs, initiated by appropriate parents: the “Owl’s Nest” Preschool and the Concert Band. Still going strong 39 years later, these two programs and others have helped to draw parents to the school and make it prosper. Vivian Mason, Linda Sternenberg and Eve Juliano, former educators, established the preschool; Ginny Croft, a former music teacher, created the Band program, which she still directs today. Strings, choral and classroom music programs were already in place at that time. By 1982, Lovett had become a Magnet School for Extended Day (for working parents) and Fine Arts, with a full-day Kindergarten and a first rate Visual Arts Curriculum developed by a former parent, Beatrice Graham and had lost the sixth grade to middle school.

Mrs. Smith was promoted to an administrative position after 12 years at the helm and was replaced by Judy Harwell for 14 years and then Susan Monaghan for six. During these years, the Concert Band won district, state and national acclaim, representing Texas by invitation during Washington, D.C.’s Bicentennial Celebration in 2000 and was chosen twice by the Walt Disney Corporation to perform during “Magic Music Days.” The chorus and strings programs also expanded and thrived, and labs for Science, Technology and a Neighborhood Vanguard Program were established.

Lovett today, under Principal Dawn Thompson, offers an exemplary education in Fine Arts,

Technology, Health and Fitness, and the core academics, creating well-rounded children for the next generation of effective citizenry. Through our partnerships and grants with the Houston Performing and Visual Arts Community, Museum of Fine Arts, DaCamara, and Young Audiences, we are able to bring in professionals to share with our learners. Our trophy case and shelves are bursting with awards from “Outstanding Musical Performances” (Band, Orchestra and Choir) locally and state-wide, “Name that Book” and various athletic competitions and other events.

The Concert Band has earned “Outstanding Performance” honors in HISD and state-wide for 29 consecutive years. Our individual students are active and place well in the Spelling Bee, Science Fair, Art Contests and other such events. Our Student Council (open to all in the upper grades) is extremely involved in community service projects, and students who eat vegetables and fruit at home for a month win a small prize!

The school holds the highest status set by the state of Texas. Lovett’s secret may be its exemplary, cohesive faculty, from the principal down to the custodial staff and cafeteria workers---all caring for the learners entrusted to them and creating a pleasant, optimum learning environment. Since the 2011-2012 school year, we have been in a new expanded facility with dedicated rooms for Band, Orchestra and Classroom Music (which include practice rooms), a state of the art Art Room, a stage and performance areas specifically designed for our 700+ total school Fine Arts Magnet student body. Most recently, Lovett was awarded as a Magnet School of Excellence by Magnet Schools of America and selected as a Blue Ribbon School for 2016.



Lovett's Past Principals

Mrs. Pauline Davis - 16 years (1957-1973)

Mr. Gene Lasater - 2 years (1973-1975)

Mrs. Joan Culanane - 3 years (1975-1978)

Mrs. Annie Lee Smith - 12 years (1978-1990)

Ms. Judy Harwell - 14 years (1990-2004)

Mrs. Susan Monaghan - 6 years (2004-2010)

Mrs. Amy Simson - 2 years (2010-2012)

Mrs. Dawn Thompson - 2012-Present

LOVETT MASCOT

Our Lovett Mascot is Edgar the Lovett Owl.

LOVETT 3R'S

RESPONSIBLE, RESPECTFUL, and READY.

At Lovett, we expect all Lovett Owls to achieve these 3 traits.

Our school wide expectations are based around having "R" Power.

LOVETT SCHOOL SONG

THE LOVETT SCHOOL SONG

We sing to the school that's the finest of all,

Where we're spending our days in the spring and the fall

While, together, we learn as we all grow tall----

Lovett School, you have brought us together!

With new friends and old friends, at work and at play,

We are using our talents all through the day

And our teachers are helping along the way---

Lovett School, you have brought us together!

-----Written by Ginny Croft, Founder of Lovett Band

SCHOOL INFORMATION

Lovett Elementary School

8814 S. Rice Avenue

Houston, Texas 77096

Phone: (713) 295-5258

Fax: (713) 295-5291

SCHOOL OFFICE HOURS

7:30 am. – 3:30 pm.

BELL SCHEDULE

Please drop off your student on time. Dropping off your student on time is crucial to build responsibility and respect for their studying, school and life skills. Please make arrangements to have your student arrive on time to school before 7:40am.

Lovett Doors Open at Jason and Birdwood Entrances	7:20 am.
First Bell	7:30 am.
Second Bell	7:35 am.
Tardy Bell	7:40 am.
Dismissal Bell	3:00 pm.
Extended day starts	3:00 pm.
Extended day ends	6:00 pm.

ACADEMIC CALENDAR <https://www.houstonisd.org/academiccalendar>

ACADEMIC HONESTY

Being Responsible means doing the right thing even when nobody's looking. Students will never have a better opportunity to live this value. Our expectations on all assignments are original thought, personal best effort, and avoiding academic dishonesty.

Academic dishonesty includes, but is not limited to the following:

- Obtaining work or information from someone else.
- Communicating answers with another person during an individual assignment.
- Allowing another person to do one's work. This includes parents completing assignments or providing answers during assessments.
- Plagiarism, by representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include copying word for word, using specific phrases or terms from a source or reference, whether oral, printed, or on the internet, without proper attribution.

A student who is caught cheating or plagiarizing, will be assigned a grade of zero for the assignment and will be referred to the principal. A parent conference will be scheduled to discuss the concern.

AFTER SCHOOL EVENTS

Parents, please be reminded you should not leave your children unattended while attending any after school or PTO events such as Ice Cream Social, Book Fair, After School or Saturday Events, Carnivals, etc. Parents are required to supervise their children when visiting the campus for all after hours events.

ANTI-BULLYING

Is never okay, cool, or acceptable

Educators will be teaching students to respect the rights and privileges of other students, teachers, and District staff members. We want all parents to partner with us to ensure that your child is not being bullied or is bullying others. For additional resources on bullying visit <https://www.stopbullying.gov/>.

- *Research shows that children must have thousands of ethical conversations before they can make ethical choices, so teachers must use every opportunity in the classroom to discuss what is right, as well as parents taking time at home to discuss.*

What is Bullying? Bullying is being mean to another person repeatedly.

Bullying is physical or psychological intimidation that occurs repeatedly over time. Researchers and practitioners generally agree that bullying has three defining characteristics:

- Behavior is intended to harm or disturb.
- Behavior occurs repeatedly over time; and
- There is a real or perceived imbalance of power.

It is also important to consider what bullying IS NOT. Bullying is not a form of conflict, which implies that the two parties are on more or less equal footing.

Bullying often includes:

- Teasing/Calling names
- Talking about hurting someone
- Spreading mean things about someone
- Leaving kids out on purpose
- Hitting someone or yelling at them

It's Bullying if it's:

- On Purpose (intentional)
- Repeated (repeatedly)
- The bully may have perceived power over the kid being bullied

Physical Bullying

- hitting
- pushing and shoving
- fighting
- tripping
- yelling at someone
- making rude gestures
- taking or breaking another person's things

Emotional

- name calling
- making fun of someone
- laughing at someone
- leaving someone out on purpose
- starting rumors or telling lies about someone
- sending mean messages on a computer or cell phone
- trying to make someone feel bad about who they are

Where Does Bullying Happen?

- Bullying can happen anywhere.
- It can occur in your neighborhood, while going to school, at school, and while on-line.

Kids who are bullied can feel like they are:

- Different
- Powerless
- Unpopular
- Alone

Kids who are bullied may have a hard time standing up for themselves. They think the kid who bullies them is more powerful than they are. Bullying can make them:

- Sad, lonely, or nervous
- Have problems at school
- Suddenly does not want to go to school
- Has unexplainable bruises and does not want to talk about them
- Suddenly cannot sleep
- Becomes moody
- Feels sick quite often with vague symptoms

Kids bully others for many reasons, they may:

- want to copy others
- to fit in
- think there are better than others
- kids who bully can have other problems, too

When kids see bullying, they may not know what to do, they may:

- feel depressed or worried.
- not feel safe.
- join in or stay silent so they will not get bullied themselves.
- stand up to the bully.

What is HISD Policy on Bullying?

HISD encourages all students and staff to foster a climate of mutual respect in order to enhance the learning environment. In this sense, students should not engage in harassment conduct, which shall result in disciplinary action.

HISD prohibits bullying conduct.

According to HISD's Student Code of Conduct, reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act so that the district's ability to investigate and address is not impaired.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act so that the district's ability to investigate and address is not impaired.

- Students should report any bullying alleged act to a teacher, counselor, or school administrator
- If you are a parent, talk to a teacher to make them aware of the situation. Be as specific as you can with what your child has communicated to you.
- If other than the principal is informed, the principal or assigned school administrator will:
 - reducing the oral report to a written form
 - completing a full investigation within 10 District business days from the date of reporting.
 - Preparing a final written report which contains determination of whether bullying occurred and the appropriate disciplinary or corrective action.
 - If an incident of bullying is confirmed, notify parents of bullying incidents involving their child.

ARRIVAL: MORNING DROP-OFF GUIDELINES

OUR TOP PRIORITY IS THE SAFETY OF OUR STUDENTS! PLEASE ADHERE TO ALL DROP-OFF GUIDELINES. (Please refer to carpool map for location of areas)

The school opens at 7:20 am. NO students should arrive on campus before 7:20 am, as there is no adult supervision. The front entrance and rear entrance doors on Birdwood will open at 7:20 a.m. No other doors are to be used during drop-off. Parents may walk students into the front lobby or up to the door, but not into the building.

Students who want to eat breakfast can pick breakfast up from the breakfast carts, set up inside the school, by the Jason and Birdwood entrances to take directly to their classroom. Adult supervision is provided in the grade level hallways in the morning. Safety Patrols are stationed inside and outside of the school for supervision. Students are expected to obey Safety Patrols. All doors, except for the main entrance, will be locked immediately after the tardy bell and remain locked throughout the day. Students arriving after the tardy bell must enter the building through the school's main entrance.

Students arriving between 7:20 and 7:30 will wait in the hallway outside their classroom door. Students enter their classrooms when the 7:30 bell rings. All students must be in their classroom by 7:40 am. All cars will ride through the carpool lane (one lane traffic only) to the Carpool Drop-Off.

WALKING: Students that walk to school, or whose parents plan to park their car on the street and walk up to the school

BUSES/DAYCARES: Students that ride on a HISD bus or daycare bus/van will be dropped off in the carpool lane on Birdwood. NO PARKING IN THE BUS LANE AT ANY TIME.

ATTENDANCE/ABSENT/TARDY

Attendance is crucial for the success of your student. Lovett abides by the HISD Board policy for attendance. The Lovett Attendance Committee will review the records of five or more unexcused absences for the year.

Attendance is taken daily at 9:30 a.m. If a student is not present at 9:30 am, the student is marked ABSENT.

However, students with medical appointments who are out of class at the time official attendance is recorded may be counted present provided they have documentation of the medical appointment (same day) and the student is in attendance for 50% or more of the day.

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

In accordance with Texas Education Code Section 25.092 (Attendance for Credit 90% Rule), a student of any grade level from kindergarten through grade 12 shall not be given credit or final grade for a class unless the student is in attendance 90% of the days in which the class is offered.

What to do if your child is absent or tardy?

Students who have been absent must present a written excuse from the parents or guardian when they return to school. Excuses for absences may include:

- personal illness
- sickness or death in the family
- quarantine

- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation

Written excuses should be in the school's possession no later than 3 school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school. Please do not send excuse notes via ClassDojo.

What information should I include in the absent letter?

- Date
- Child's first and last name
- Date of absence
- Reason for absence
- Parent Name and signature

Are tardies absences?

Unexcused tardies are not converted to unexcused absences. Tardies are a disciplinary issue.

Making up work after being absent (for excused absences only allowed)

Please contact your child's teacher for more information. All students will be given the opportunity to make up work 24 hours after returning to school.

Tardy Policy

- Tardies will be recorded in the front office. School starts promptly at 7:40 a.m. each day and students checking in after 7:40 a.m. are marked tardy.
- It is most important that your child arrives at school on time. Once the tardy bell has rung all children are to report to the office for a late slip. When children are late for school, they miss out on valuable instruction and preparation time.
- Chronic or repeated acts of tardiness will be considered conduct violations. Seven (7) tardies in a grading period will result in the student's conduct grade being lowered one letter grade. Tardies are considered violations of Levels I, II and III in the Houston Independent School District Code of Student Conduct. Repeated tardiness could also jeopardize Magnet and hardship transfers.

Who can I contact to verify in my absence was marked excused before the end of the grading period?

Please send an email to Ms. Sims at ssims1@houstonisd.org

BICYCLES

Students should walk their bicycle while on the sidewalks. Students must walk their bicycles to the bicycle racks and secure them with a chain and/or a lock. The school does not take responsibility for lost/damaged or stolen bicycles.

BIRTHDAY CELEBRATIONS

Birthdays are a special day for children. You may send with your child sealed store-bought items with your child to celebrate your child's Birthday. The classroom teacher will hand them out at an

appropriate time providing recognition of their birthday. A reminder that we have some classroom designated as “food allergy” Please check first with your classroom teacher to determine if the item you are planning to send is safe.

Please do not send juice, balloons, decorations, gifts bags or items to host a birthday party. Please contact your child’s teacher ahead of time if you are planning to send something for your child’s birthday.

BUS BEHAVIOR

Misbehavior on the bus or at the bus stop can result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus (can be removed for a period ranging from 1 day to the remainder of the year). Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardize the safety of all riders and will not be tolerated. Note all provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action.

BUS ELIGIBILITY

Students must live over two (2) miles from their zoned school to be eligible for school bus transportation. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pickup at the locations determined by Routing and Scheduling. Eligible bus students must ride the bus route that comes nearest to their residence. Students must ride the same route in the morning and in the afternoon. Pre-K students are not eligible to ride the HISD buses to and from school. *Special bus provisions are made for special education students and for students in a magnet program.

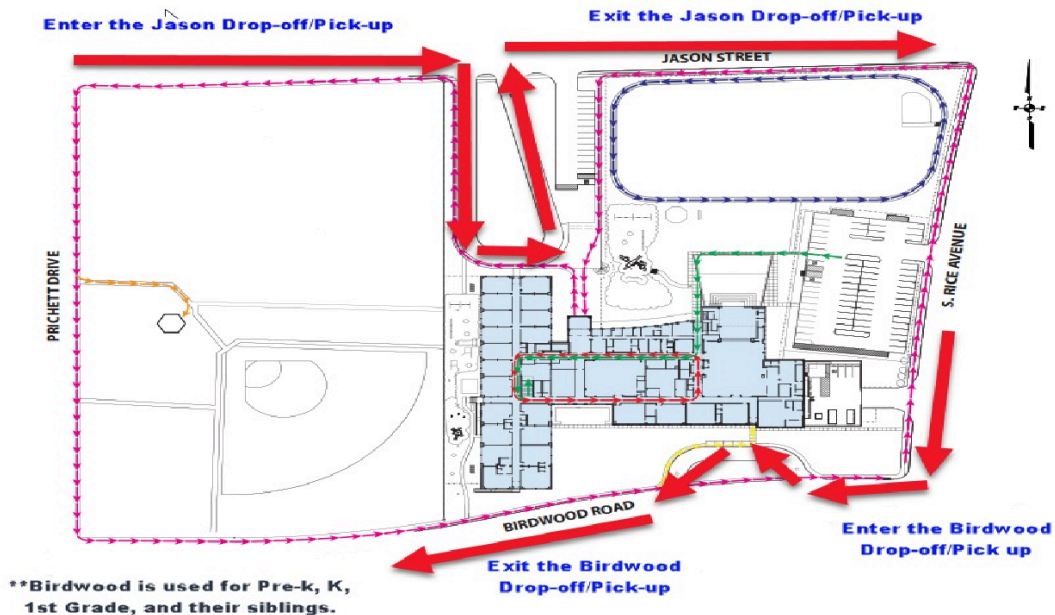
CAFETERIA PROCEDURES

Free breakfast and lunch will be provided to all students during the 2024-2025 school year. Students are to adhere to the rules of the cafeteria to clean up after themselves. We ask that students do not bring glass containers to school and no knives for cutting food. There is no microwave available for student use so when packing student lunch keep this in mind.

Students are assigned to cafeteria tables by class. When necessary the teacher or cafeteria monitor might assign a seat or move a student to an alternate seat if they are not following directions.

Students are not allowed to use cell phones, smart watches or cameras in the cafeteria.

CARPOOL MAP



CAR TAGS FOR PICK UP

- Each family will be provided two car tags that have your child's name, grade, and teacher. Car tags are provided the 2nd week of school.
- For the first day of school, parents are to complete the temporary car tag provided at the Meet the Teacher event.
- If Car Rider: Please hang the tag from the rear-view mirror visible to Lovett Staff.
- If early bird or walking to pick up your child: Have your car tag in your hand and present it to staff on duty outside. Staff will call your child as soon as they see the visible tag. If you do not have your tag, a staff member will need to verify your identity before releasing the child to you.

CELL PHONE/SMART WATCH

POLICY DURING THE SCHOOL DAY AND DURING EXTENDED DAY

- **Not seen, not heard, not taken.** Personal electronic devices such as cell phones, tablets, and smart watches are allowed on campus but must be turned off and not visible during class time. This includes any device capable of phone calls, texting, emails and pictures.
- If a student's device is seen or heard in the school building at any time, the device will be collected. Students will be expected to keep smartphones, tablets, and watches in their backpacks for the duration of the school day. This includes arrival and dismissal, not seen, not heard, not taken.
- If a student wishes to use a cell phone at an unauthorized time for medical purposes, his or her parent or guardian must meet with an administrator regarding this request. It is the students' responsibility to ensure that their devices are turned off and always secured. Other electronic devices (i.e. I-Pods, MP3 players, digital cameras, camcorders, etc.) may not be used during the instructional day and should not be brought to school.
- Please contact the front office if you need to get a message to your child.

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

- **First Offense:** Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. The student will receive a conduct cut and the device will be returned to the student at the end of the day.
- **Second Offense:** Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. The device will be returned only to the parent/guardian. The student will receive a conduct cut and lunch detention.
- **Third Offense:** Cell phone or other electronic device is confiscated by the teacher and turned into a campus administrator who will contact the parent. Students will receive a consequence and the cell phone will be banned from school for the remaining school year.
- **Violating cell phone policy during testing:** Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of the incident and decision. The student will not be allowed to make up any portion of his/her assessment missed due to this infraction.
- Lovett is not responsible for lost, stolen, or damaged cell phones or electronic devices or any charges incurred as a result.

CHECKING-OUT YOUR CHILD DURING THE DAY

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

The last few minutes of the day are very valuable and put final closure to the school day. If you need to check your child out of school early, make plans to arrive prior to 2:30 p.m. To minimize disruptions. Please notify the teacher in writing, via email, so he/she will have your child prepared.

CHILD CUSTODY

Usually, when a divorce occurs, both parents have equal rights under the law. If this is not the case, you must notify the office and bring legal documentation of custody; otherwise, under the law, we must provide equal rights to both parents. The school will not take special requests from one parent or another and will only follow what is in the custody agreement provided. If there is a change parents are responsible for notifying the school.

CLASSROOM CONFERENCES and OBSERVATIONS

Classroom Conferences:

Parent-Teacher conferences are a valuable tool to be used to ensure that your child is happy and successful at school. Conferences can be held face to face, over the phone or via Microsoft TEAMS. Conferences can only be held during the teacher's conference time unless the teacher is willing and available to meet before or after school.

We recommend that you stay in communication with your child's teacher and request a conference as soon as a concern arises or if you need to talk to the teacher about your child's progress.

If a parent or legal guardian wishes to observe in a classroom, the observation needs to be pre arranged with the teacher and approved by an administrator at least 2 days in advance. Classroom observations will be no more than 15 minutes and during this time the parents are not interacting with students or the teacher.

Classroom observations:

One parent/legal guardian can observe the class at a time to limit the distraction to the educational process. Parents or guardians shall not video or audio tape the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students. Observations should last no longer than 20 minutes. School administrators may accompany parents during an observation.

The best way to arrange a conference or observation is to email the teacher directly to schedule a day and time. You may also call the main office to leave a message for the teacher with the request. Please allow 24-48 hours for the teacher to respond.

*Please note that parents must be approved through VIPS (Volunteer in Public Schools) with a background check to observe a class on campus.

CLUBS, FINE ARTS, AND ACTIVITIES AT LOVETT

Information and details about joining these clubs/activities/Fine Arts Classes will be sent via ClassDojo. We will also have information at the Lovett Open Hours.

- Orchestra: Ms. Macleay
- Band: Mr. Joshua Wunderlich
- P.E.: Coach Ruiz
- Art: Ms. Boardman
- Name That Book: Ms. Warner
- Spelling Bee: Ms. Martin
- Student Council: Committee
- Chorus 3rd to 5th: Ms. Martin
- Symphonia: Ms. Macleay
- Odyssey of the Mind: Ms. Martin
- UIL: Ms. Martin
- Track Team: Coach Ruiz
- Extended Day at Lovett: Ms. Sims
- Private after-school classes: Ms. Sims
- Art Club private after school classes: Ms. Boardman
- Basketball private after school classes: Mrs. Sims
- Safety Patrol: Ms. Boardman
- Girls on the Run: Mrs. Jefferies and Mrs. King

COMMUNICATION

- Lovett elementary uses **ClassDojo** to communicate classroom information to Parents. Teachers will post newsletters or other class related communication.
- Please make sure you have signed up for Classdojo so you are not missing critical communication. Sign up at [ClassDojo](https://www.classdojo.com) and download the app.

<https://www.classdojo.com>



- For general messages, questions for teachers, please send to teachers using email. The chat feature on Class Dojo should not be used as the primary form of communication with

your classroom teacher. Please use email when needing to communicate with your child's teacher.

- **School Wide Communication will be sent every Sunday at 6 pm in the Lovett Letter. To sign up for the Lovett Letter, please visit the Lovett PTO page**
- Your child's teacher will regularly send home classroom work that your child has completed. We would like for you to review this work and sign, if instructed by the teacher, indicating you have seen it. This will give you a good indication of your child's progress and provide you with continuous feedback.
- Each week, teachers will send home a weekly class communication via ClassDojo: **Class Newsletter**. This is a one-page snapshot of the week to come sharing important dates, upcoming events or giving tips on how to help your child.
- Parents should also check ClassDojo classroom messages on a weekly basis at the very minimum. Classdojo and PTO website posting will replace our traditional paper Wednesday Folder. **Schoolwide messages will be sent in the weekly Lovett Letter Newsletter. To sign up for the Lovett Letter, visit the Lovett PTO Page**

CONDUCT

Please read the **HISD Code of Student Conduct** on the Lovett website.

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

A conduct grade of P or U on a student's report card will place the student on probation and a *Discipline Growth Plan* will be developed. Failure to improve will result in dismissal from the magnet program. It is most important to have a strong home and school connection. The *HISD Code of Student Conduct* shall be the guide for disciplinary action. Corporal punishment is not used at Lovett or in HISD. Please also familiarize yourself with **the Magnet Agreement Letter** that you will need to sign. And with the **Visitors Policy**, and the **Volunteers Policy**.

CONDUCT-PARENTS ON CAMPUS

When visiting campus, it is important to set a good example for all children that are looking and listening. The school/home connection is important to a child's success. We want all parents to feel welcome and feel at home at Lovett. Our goal is always to have a family friendly environment. Parents who exhibit behaviors like cursing, using aggressive language will be warned and asked to leave the campus if they are unable to calm themselves and comply with staff requests. Parents that refuse to follow school procedures or conduct themselves in a way to jeopardize the safe and orderly functions of the campus will be asked to leave.

CONDUCT GRADES

Each teacher will mark conduct grades at the end of the 6-week cycle. Conduct grades are determined each grading cycle and indicate the overall behavioral level of each student in grades Pre-K-5. They are marked as follows:

E Excellent

- S Satisfactory
- P Poor
- U Unsatisfactory

CRIMINAL CODE NOTIFICATION

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

CROSSING GUARDS

Lovett Elementary has crossing guards assigned to the streets close to school. Students should only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Lovett Elementary and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets. Crossing guards are located at Chimney Rock and Jason and on Jason street at the park crossing area. No crossing guard is located at Jason and S. Rice or on Birdwood

DELIVERING FORGOTTEN ITEMS TO YOUR CHILD

Parents may bring forgotten lunches or any other item to the main office and it will be delivered to your child. Please be sure to label the item with your child's name, grade and teacher. Students are not allowed to call home for this purpose. If your child forgets his/her lunch, a lunch from the cafeteria will be provided for them.

Please refrain from having food delivered from any delivery service. Office staff will not sign for DoorDash, Uber Eats or other food delivery services.

DISMISSAL POLICY

At dismissal, students enrolled in Extended Day classes are to go to their assigned room. HISD and Day Care bus riders will be assisted by a Lovett Staff member to load their bus.

Students leaving the campus at dismissal are to proceed home as soon as possible. Once students are dismissed, they are not able to access items left in the classroom without permission from the main office or school administrator.

All students designated as an independent walker must have a signed permission slip on file. Permission slips are available during Meet the Teacher, from your child's teacher or by contacting the main office.

Students not picked up by 3:15 will be taken back into the main office to wait or call parents if needed. Beginning at 3:15 parents may need to enter the school office to sign their children out.

Music students staying for practice or students staying for activities not picked up in a timely manner will follow the same procedures. While we understand from time to time that a parent may be late picking up their child, this should not be a regular occurrence. We encourage the use of the extended day program if late pick-up cannot be avoided.

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

If there is a change in your child's daily dismissal procedure, notify the main office and the student's teacher. Same day dismissal changes should be made no later than 2:00pm.

We do not accept word of mouth changes from students, therefore a parent must call or send a note.

Each grade level has a designated pick-up area:

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

DISMISSAL FOR INCLEMENT WEATHER AND OTHER EMERGENCIES

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

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

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

DRESS GUIDELINES 24-25

The purpose of Lovett's dress guidelines is not to inhibit any person's taste in attire, but to better facilitate the process of education through reasonable guidelines of dress. Student dress can have an impact on the overall learning environment. It is a parent's responsibility to help their child make appropriate selections of clothing and accessories that comply with the school dress guidelines. Below are guidelines for dress that all students should follow. The school reserves the right to make adjustments to these requirements as needed to facilitate a safe and orderly learning environment.

GENERAL

- Friday (Friyay as we call it) is spirit day. We encourage all students, staff and parents visiting to wear their favorite Lovett gear!
- Skin Tight clothing should not be worn to school.
- Clothing should not have suggestive or inappropriate language/symbols, drug, alcohol references, suggestive pictures, etc.
- Wallet chains, belt chains, spiked jewelry and oversized heavy chains should not be worn to school or on the school bus.
- The following should not be worn inside the building: hoodies, sunglasses, gloves, hats, sports bands, protective caps/head scarves unless for religious reasons.
- Bandanas may not be worn inside or outside.

BOTTOMS/DRESSES

- Lovett will use the fingertip test when we need to measure shorts, dresses, skorts and skirts.
- Leggings/exercise leggings/bike shorts are permitted, however should not have sheer insets or openings, bike shorts should meet length requirements.
- We recommend bike shorts under dresses/skirts.
- Distressed jeans are allowed; however, rips can only be at the knee. Distressed shorts/skirts should not have rips where skin can be seen.
- Pajamas may only be worn on school designated, or class designated pajama days.
- No off the shoulder tops or dresses
- Bottoms should fit securely at the waist to now show underwear. A belt is required if the pants cannot remain at the waist without the student holding it there.
- Students should wear tennis shoes and loose-fitting shorts/clothes on the days they are to participate in P.E. instruction. A reminder to parents that students participate in daily recess so please make sure shoes are safe for play during this time.
- Parents will be called to bring a change of clothes for students that are not in dress code. Please assist your children with making clothing selections that adhere to the dress code.

TOPS

- Tank tops, spaghetti straps, muscle tanks, halter tops, tube tops should not be worn.
- Tops should not reveal midriff. This includes showing of midriff when arms are extended over the head.
- Sweatshirts, sweaters, or shirts should not be longer than bottoms.
- Crop tops should not be worn

SHOES

- All shoes should have a back strap.
- Crocs, Yeezy foam runners, similar shoes, flip flops, slippers, backless sneakers, extreme high heels and shoes with wheels are not permitted.

- Students should wear sneakers on P.E. days.

EMERGENCY PROCEDURES/SAFETY/SECURITY

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

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

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

DRILL	FREQUENCY	DESCRIPTION
Secure	One/ school year	Secure the perimeter of the building and grounds during incidents that pose a threat or hazard outside of the building.
Lock down	One/semester	Secure interior portions of the building and grounds during incidents that pose an immediate threat of violence inside the building. The primary objective is to quickly ensure all students, staff and visitors are secured away from immediate danger.
Evacuation	One/ School Year	Action taken to quickly move students and staff from one place to another. The primary objective is to ensure that all staff, students and visitors can quickly move away from the threat.
Shelter-in-Place for Hazmat	One/ School Year	Action taken to quickly move students, staff and visitors indoors because it is safer inside the building than outside. Maybe required to move to rooms without windows depending on the hazmat situation.
Shelter for Severe Weather	One/ School Year	Action taken to move students, staff and visitors indoors for severe weather, ideally moving to rooms without windows or to lowers floors
Fire Evacuation	Campus-One each month <ul style="list-style-type: none"> • alternating between obstructed and unobstructed 	practicing how to exit the building in the event of fire. Use the primary route unless obstructed. If obstructed utilize the alternate evacuation route as outlined on your evacuation map

EVACUATION

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

- Bellaire High School, 5100 Maple, 713-295-3704
- Kolter Elementary, 9710 Runnymede Dr, 713- 726-3630
- Herod Elementary, 5627 Jason, 713-777-3315

***** Parents will be notified using Clasdojo and district level communication via the call out system. It is very important to ensure that we have updated contact information and that you are connected to the various sources of school communication.

ENROLLMENT CARD INFORMATION

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

EXTENDED DAY

An extended day program is provided as a supplementary fee based after school activity. Students who register for the extended day program are expected to attend classes daily, as scheduled. Extended day is held from 3:00pm-6:00pm Monday-Friday.

- Final dismissal from extended day is at 6:00 pm daily. There are no provisions for supervising students after extended day dismissal and a late fee will be imposed of a dollar a minute. Failure to adhere to dismissal times (3 times) or poor conduct will result in removal from the program. Students may be checked out from the extended day program prior to 6:00 pm if they are signed out at the front office. Students will only be released to a parent/guardian or contact listed on the child's enrollment card.

Please contact Ms. Sims at ssims1@houstonisd.org for more details about the program and fees. Parents may choose to submit their fees per semester or for the full year.

Extended day will not be held on the first day of school.

Cell phones and or electronic watch devices are **not allowed** to be used during extended day.

For more information about extended day, please reference the handbook provided by Ms. Sims.

FIELD TRIPS

Official field trip forms must be completed, signed, and returned to the student's teacher by the date stated on the form. Late forms and fees will not be accepted. Notes, faxes, and telephone calls from parents cannot be accepted as a form of permission to attend a field trip. No refunds are given since reservations are made in advance.

Students must maintain an E or S in conduct to be able to participate on a field trip. All students attending the field trip must ride the bus to and from the field trip.

Parents wanting to chaperone field trips must complete **HISD's Volunteer In Public Schools (VIPS)** online process and be approved prior to attending the field trip. This process typically takes two weeks but please allow as much processing time as possible.

GIFTED AND TALENTED PROGRAM

Program Information

Lovett Elementary is a proud member of the HISD Gifted and Talented (GT) neighborhood program. Lovett's GT program is designed to provide differentiation within the school day to meet the unique needs of students identified as GT.

The differentiation within the school day is accomplished in many ways but is most evident in the following practices:

- Tiered stations/activities
- Targeted small-group instruction
- Scaffolded questioning
- The creation of an advanced-level product

Your child's classroom and fine arts teachers provide differentiation to students identified as GT. Differentiation is provided in the classroom to meet the unique needs and skill sets of GT students. Lovett teachers in Pre-Kindergarten through Fifth Grade, including our Fine Arts teachers, are certified to provide GT instruction. Certification includes a foundational 30- hour training, and yearly they complete an update of at least 6 hours of professional development in relevant, new topics regarding Gifted and Talented instruction. In addition, teachers enroll in courses that review the Texas Education Agency Gifted Education Plans, questioning strategies, thinking routines, differentiation, and social and emotional learning. That is just a few, to say the least.

Gifted Education Plan

The Gifted Education Plan (GEP) is an intentional and accountable plan to address the individual needs of gifted students in the curricular area(s) of their identified giftedness: (Math, English Language Arts/Reading, Science, and Social Studies). These plans are the driving force for the students in terms of how the teacher plans for them, so they are challenged and enriched. Your children's teachers will review their Renzulli profiler, and students will decide if their interests have changed. If so, they can make changes, and the plan will be rewritten/revised to best meet the needs of your kiddos. You can also meet with your child's teacher to discuss the plan if you would like.

We will also be bringing back the campus GT expo this spring. We are in the initial stages of development, so that you will hear more about that this year. Be on the lookout for after-school activities that might also interest your GT learner.

Assessment

Students shall be assessed for identification as gifted and talented according to TEC §29.122; TAC §89.1; HISD Board Policy and the Student Assessment section of the Texas State Plan for the Education of Gifted/Talented Students.

Students in grades K-12 are eligible for assessment and, if identified as G/T, are provided services (TEC 29.122 and 19 TAC §89.1(3)). All students living within HISD and not currently G/T-identified in HISD are eligible for G/T assessment once per school year. The Assessment criteria can be found on the HISD G/T Identification Matrix. All assessments are administered during established testing schedules/timelines by trained HISD staff at the student's current HISD school or a location designated by the Gifted and Talented Department. Assessments from outside sources are not accepted.

GT Testing for Grades 1st – 5th

Testing for students not currently identified GT in grades Kindergarten – 5th will occur fall 2024. Dates are TBD.

Applications

If you would like to request GT testing for your child, please email Lauren Adams, who is the GT Coordinator: ladams12@houstonisd.org.

GRADING POLICY

Grading Policy HISD

- A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment.
- A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student's quality of work.
- A student shall be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a grade below 70%
- Grades will be taken during each grading cycle of the 2024-25 school year. All cycle grades will be used in the calculation of the final average.
- **NEW FOR 24-25: Kindergarten students will receive percentage grades.**

Core Subject Grading

- Two grades per week will be taken each week in Reading, Language Arts and Math. Six to eight grades will be taken in Science and Social Studies during the 6-week cycle.
- During the first week of school, teachers may not take two grades due to start up procedures for the school year. Additionally shortened weeks due to holidays or non-instructional days may impact the number of grades recorded.
- Core subject grades will be inputted into the grade book and made visible to parents on the district's parent grade resource. Lovett's practice is that grades for the previous week will be posted no later than Wednesday of the following week.
- Grades are not weighted. Grades will be averaged across the board with multiple types of grades used to determine a student's final average. Our focus is for students to have multiple opportunities to demonstrate their learning.
- Grading for the six weeks will reflect the student's demonstration of learning based on the TEKS taught within that six week. Teachers do not use extra credit to increase a child's grade or reduce a child's academic grade for discipline.
- Students are expected to submit all work. Late work is classified as work not submitted during the allocated time, but not due to a documented excused or unexcused absence. Late work not related to an excused absence is not eligible for redo.
- Daily class work, math fact fluency, spelling test and vocabulary test are not eligible for retakes.

- A student will be provided only 1 opportunity to redo any assessment for which the student received a grade of below 70%. Assessments are larger assessments like weekly tests or cumulative assessments.
- Based on the assessment, teachers have the option to have students make corrections or have the student complete a new assessment. Teachers will decide the best option for retakes.
- A retake is to be completed no later than one week after the grade has been returned to the student. The teacher schedules the retake and if more time is needed this can be provided at teacher discretion if the teacher feels a student needs more time to learn a skill to retake an assignment.
- All redo assignments must be completed prior to the grading deadlines for progress report and report cards.
- If a score below 70% is earned on the retake, the student receives the higher of the two grades. A student's grade should not be harmed by a retake as it provides an opportunity for the student to improve their grade.
- The highest grade a student can earn on a retake is 70%. For example, if a student scores an 80% on the retake, a score of 70% will be recorded.
- Students will bring home graded papers on Fridays for: Reading, Mathematics, Language Arts (Language and Spelling), Science, and Social Studies. Signatures are not required(unless requested by the teacher), and papers need to remain at home. We encourage families to create a file to keep graded work as this allows you to see your child's progress over time.
- The criteria for evaluating student achievement in foundation subjects are:

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

Fine Arts and Enrichment Subject Grading

- Grades for Fine Arts and Enrichment classes will be provided on the progress report and report card. The teacher will communicate with parents throughout the grading period if grades are falling into the Needs Improvement or Unsatisfactory category.
- Art, Physical Education, Health and Safety, Music, Band, and Orchestra will be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Vocal Music Grading

Every singer is expected to participate every day, whether we are singing, playing recorders, drumming on buckets, reading, or writing music, or playing singing games. Although with practice we become better, I assess singing only for honest effort. Singing is extremely personal and should always be encouraged at this age.

Music classes give only one grade, which encompasses performance and conduct. Singers are expected to participate appropriately, to perform, to be prepared with class material, and to contribute positively to the music classroom.

Band and Orchestra Grading

Materials (Weekly)	25%
Behavior/Participation (Weekly)	25%
Formal Performance Evaluations (playing tests) / Quizzes (two per 6 wks)	50%

Daily Grade Band and Orchestra

- 50 points for Materials / 50 Behavior Participation per day
- Students brings all materials and actively participates = 90 - 100 (E)
- Student brings materials but participation is inconsistent = 80-89 (S)
- Student does not have materials, but attempts participate = 80-89 (S)
- If a student has their materials but does not participate and did not disrupt the class = 80-89 (S)
- Students comes to class with or without materials and disrupts the class/prevents learning = (N)
- Student does not bring materials and does not try to participate=70-79 (N)
- Student does not bring materials and is consistently disruptive=0 - 69 (U)

Performance Grade

Student shows mastery of notes and rhythms in a consistent tempo set by the teacher = E

Student attempts to master the notes and rhythms with mistakes = S

Student does not attempt = N

Days in which students are absent will not count against the child's average.

PE Grading

Grades are based on Lovett Core PE Values

Lovett Core PE Values:

1. Ability to work cooperatively with peers.
 2. Reasonable efforts made to participate in all activities.
 3. Appropriate decision-making and problem-solving ability.
 4. Appropriate Sportsmanship behavior.
- E- Excellent- Student demonstrates enthusiasm and leadership with consistent mastery of core values.
 - S- Satisfactory- Student consistently demonstrates the core values.
 - N- Need Improvement- Student less than consistently demonstrates the core values.
 - U- The student has little or no success in demonstrating the core values.

Visual Arts Grading

Visual Art Grading Scale			
	Numerical Equivalent	Artistry	Description
E	90 - 100	Advanced Proficient	Artwork is complete, student use their best effort with a focus on craftsmanship, creativity, and application of content. The student participates in all elements of class,

			applies understanding and surpasses the lesson objective.
S	80 - 89	Developing	Artwork is partially incomplete or demonstrates lack of effort – artwork needs finishing touches. Artwork demonstrates use of one's own ideas and imagination. The student applied understanding and met objective
N	70 - 79	Emerging	Artwork is less than half completed, lacks effort, and does not demonstrate required skills. The student shows little to no evidence of using their own ideas. Student did not meet the objective but is approaching.
U	0 - 69	Below Basic Not Attempted	Artwork is not attempted or majority incomplete. The student shows lack of pride in finished work. Students refuse to participate in elements of class. The student did not meet the objective.

GRADING POLICY- LATE WORK

- A student with 3 or more late assignments during a six-week period will be assigned a work habit grade of “N.”
- Late work will be accepted but will not have an opportunity for a retake
- Late work in grade 2-5 may be subject to a penalty of 10% off the grade earned. In first grade, late work may be subject to 5% off the grade earned.
- Late work must be completed before the close of any grading cycle (progress reports and report cards) or the assignment will receive a grade of 50%

GRADING CYCLE

All HISD Campuses will be on a six-week grading cycle for the 2024-2025 school year. Grading cycle and report card dates are as follows:

Grading Period	Report Card Dates
August 12-September 20	September 27
September 23-November 1	November 11

November 4-Dec 20	January 13
January 7-February 21	February 28
February 24-April 17	April 25
April 21-June 4	June 4

GRADES FOR CITIZENSHIP

Students are evaluated in grades 1-5 in separate citizenship areas indicated on the report card. If the student's behavior is acceptable, no mark is entered on the report card. If the student's behavior is not acceptable, an "N" will be entered indicating that improvement is needed in that area.

GRADES (COMMUNICATING QUESTIONS/CONCERNS TO THE TEACHER)

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

- All issues and concerns should be submitted prior to the end of the grading cycle.
- Questions about grades should first be first presented to the teacher to resolve
- Administrators will not resolve grading issues without the direct involvement of the teacher as grading is a teacher's role. Administrators do not grade nor adjust grades but will assist in facilitating conferences with teachers about grading concerns.
- Resolving grading or other issues in a timely fashion is recommended and encouraged. All issues with grades must be resolved within the same grading cycle as the grade was given. We strongly encourage scheduling a conference with the teacher before an issue arises to establish a relationship and discuss your student's progress.
- Set an appointment at a mutually agreed upon time during the teacher planning period. Before/after school times are at the discretion of the teacher. Lovett teachers have designated days (Tuesday) for team collaboration and are unable to meet during this time. Request the conference via email.
- Provide at least 24-hours' notice of your request. As much notice of a conference request is best as the teacher's conference times book up quickly.
- Email is encouraged for simple topics like requesting information or providing information. Conferences are encouraged when there are multiple topics to cover or complex issues to discuss.
- Share brief reasons for your request ahead of time to allow teachers to prepare or to invite other needed staff to participate.
- Remember we are all here to work together in the best interest of students. Remember to use a calm tone, and respectful language. Teachers have the discretion to request an administrator attend a conference to help resolve a concern.

HB1416

HB4545 is a new legislation passed in July 2021. This legislation requires schools to provide accelerated instruction for students that do not meet approaches or above on STAAR Reading or Math. For more information about HB1416, please visit the site below.

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/accelerated-instruction-hb-1416-overview-and-optional-webinar-opportunity>

HOMEWORK GUIDELINES

Lovett Elementary is a fine arts campus that values student development in both their academics and fine arts. We value family and we want teachers, students, and parents to be able carve out quality family time that is needed to build strong family relationships. Our homework policy reflects this.

Purpose of Homework:

- Develop initiative, responsibility, self-direction, and organizational skills
- Extend Learning and or provide practice in applying concepts presented in class.
- Support reading outside of the regular school day which supports an increased success in all subjects.

Guidelines

- Homework is not calculated into 6-week grades or conduct grades.
- Required homework will not be assigned the night before or during standardized testing, during breaks or holidays.
- Teachers are not expected to provide work in advance of absences (excused or unexcused)
- Homework should not be assigned on designated religious holidays when students are absent because of religious observances

General Homework Roles and Responsibilities:

Teacher	Student	Parent
Communicate homework procedures and use of student agenda to students/parents	Make sure you ask questions to understand the homework	Provide a study area that is free of major distractions
When assigned ensure that homework considers the variety of learners so that homework can be completed independently	2-5 students record assignments in agenda	Provide a time for homework/study, check agenda
Explain homework and provide time for students to ask for clarification on the assignment	Complete the assignment and turn in on time	Be available if your child has questions, but do not do the work for them
Communicate due date	Turn in quality work that reflects that you tried your best	Communicate with your child's teacher if the assignment is too difficult
Provide time for students to write homework assignments in student's agenda (grades 2-5)	Practice in your fine arts area as this will lead to greater success	Create a system to monitor your child's assignment
When homework is provided the teacher will create opportunities for student to receive feedback on HW	Ask Questions if here is something about the homework that was hard or that you didn't understand	Arrange with your teacher to secure assignments after returning from an excused absence. Teachers are not responsible for providing homework for extended vacations or unexcused absences

Keep an open line of communication with parents	Communicate with your teacher	Communicate with your classroom teacher if a religious observance will impact homework completion
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Grade Specific Homework Guidelines: Times will vary as individual student pace needs to be taken into consideration. Please communicate questions/concerns to your classroom teacher.

GRADE	TIME	TASK	READING
Pre-K/K	As needed	Students make home/real world connections	Read aloud with a family member. Focus on books from book bags and books they select at home.
1 st grade	Up to 20 minutes daily plus independent reading	High Frequency Words Spelling Words Vocabulary Words Any additional work that MAY be assigned to support learning Digital Resources from Clever	20 minutes of reading
2 nd grade	Up to 30 minutes daily plus independent reading	High Frequency Words Spelling Words Vocabulary Words Any additional work that MAY be assigned to support learning Digital Resources from Clever	20 minutes of reading
3 rd grade	Up to 30 minutes daily plus independent reading	Finish any incomplete classwork that teacher assigns for home completion Study for any upcoming tests/quizzes. Any additional assignments that MAY be assigned to support learning Digital Resources from Clever	20 minutes of reading
4 th grade	Up to 40 minutes daily plus independent reading	Finish any incomplete classwork that the teacher assigns for home completion. Any additional assignments that MAY be assigned to support learning. Study for any upcoming tests/quizzes. Digital Resources from Clever	20 minutes of reading
5 th grade	Up to 50 minutes daily plus independent reading	Finish any incomplete classwork that the teacher assigns for home completion. Study for any upcoming tests/quizzes. Any additional assignments that MAY be assigned to support learning. Use Digital Resources from Clever	20 minutes of reading

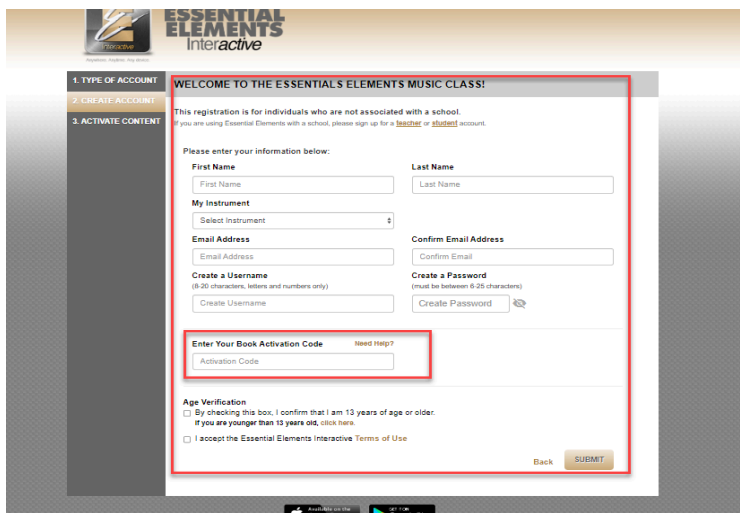
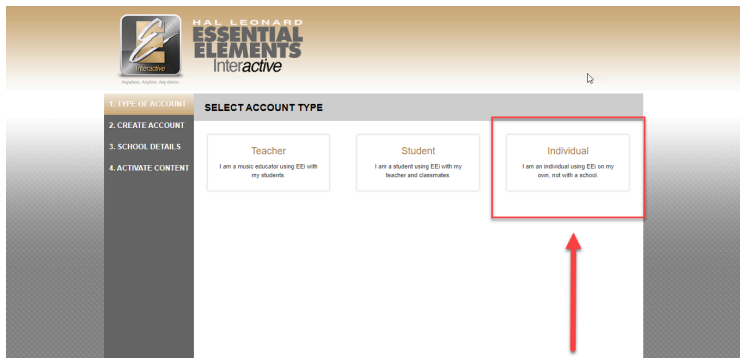
Fine Arts Specific Homework Guidelines:

Fine Arts Area	Practice	Notes
Vocal Music	Vocal Music does not assign home practice on a regular basis.	When there is a need for home practice, such as before a concert or other special event, notification is sent via ClassDojo.
Afterschool Chorus	The after-school auditioned Chorus (3rd- 5th graders) will have regular home practice assigned. 15-20 minutes per day.	Communication sent via ClassDojo
Band 1 st -2 nd Grade	Practice time 1 st - 2 nd Grades = at least 60 minutes per week / spread out over 4 or more school days *Daily practice helps children build upon what was previously accomplished. Leaving large gaps of time without practicing creates a loss of muscle memory and inner discouragement.	At least once per month, Mr. Jackson will post helpful demonstrations on the Lovett Band YouTube channel to support parents wishing to help their child practice at home.
Band 3 rd -5 th Grade	Practice Time 3 rd - 5 th grades = at least 120 minutes per week / spread out over 4 or more school days *Daily practice helps children build upon what was previously accomplished. Leaving large gaps of time without practicing creates a loss of muscle memory and inner discouragement.	At least once per month, Mr. Jackson will post helpful demonstrations on the Lovett Band YouTube channel to support parents wishing to help their child practice at home.
Orchestra	15-30 minute of practice is recommended/day based on how students are progressing on their instrument	Each 3 weeks cycle, students will have 4-8 songs to learn/practice then a quiz on the songs.

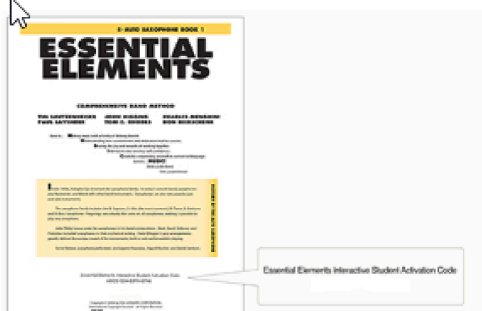
Orchestra:

Please note that the music to *play along* with the Essential Elements Book can be downloaded on the website below. See instructions below:

www.essentialelementsinteractive.com



Your activation code is printed on your Essential Elements book here:



HOW TO GET INVOLVED IN THE PTO:

- Visit www.lovettpto.org for information
- Attend PTO Meetings
- Volunteer for a PTO sponsored event
- Remember to be VIPS certified (see volunteer section)

IMMUNIZATIONS

- All students must have current and updated immunizations as required by law. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations.
- Exclusions from compliance are allowable on an individual basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law. Questions about immunization can be directed to our school nurse.

ITEMS NOT PERMITTED AT SCHOOL

- The school will provide the necessary physical education equipment. Footballs, softballs, baseballs, baseball bats, basketballs, etc. should not be brought to school.
- Radios, tape players, cameras, heelys, electronic games, metal silverware knives, and toys (ex. Pokemon cards) should not be brought on the school campus unless they are part of a classroom project or requested by the classroom teacher. When found inappropriately in school, these items will be collected by the teacher and returned only to parents through the school office.

LATE PICK UP POLICY

- School is dismissed promptly at 3:00 pm daily. Students who are not picked up by 3:15 are brought to the front office. Any student who is picked up after 3:15 pm is considered a late pick up and parents or guardians will need to sign them out from the office.
- The principal will follow up with parents that consistently pick up late. Lovett offers a fee based Extended Day program which allows students to stay until 6:00 if your family needs additional time in the afternoon. Please check with our Extended Day coordinator, Tane' Sims for further information.

LEADER IN ME

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must have certain core academic knowledge when they leave elementary school, they must also be healthy, engaged, responsible, and caring people. We want to invest in our students in a way that allows them to lead positive lives and in ways that last much longer than elementary school.

Through COVID and returning from COVID, we saw a clear disconnect with our students and our families. I have spent sleepless nights thinking about our students and thinking about how we can empower them to be leaders in their own lives, their communities, and the lives of others. How do we make a deeper impact?

I am grateful that we can begin our journey of becoming a Leader in Me School. This is a commitment that we are making to empower our students with the leadership and life skills they need to thrive in a global community. We want to see our students reach their full potential while

finding their voice.

Our staff attended three days of Leader in Me Core 1 Training. Leader in Me is also about empowering adults in our building and community to become more effective in the things that matter most in our work and personal lives. We learned out Core Paradigms. In these paradigms you will find beliefs and the way we view all students. At Lovett Elementary, we will see:

- Everyone is a leader.
- Everyone has genius.
- Change starts with me.
- We empower students to lead their own learning.
- Educators and families will partner to develop the whole person.

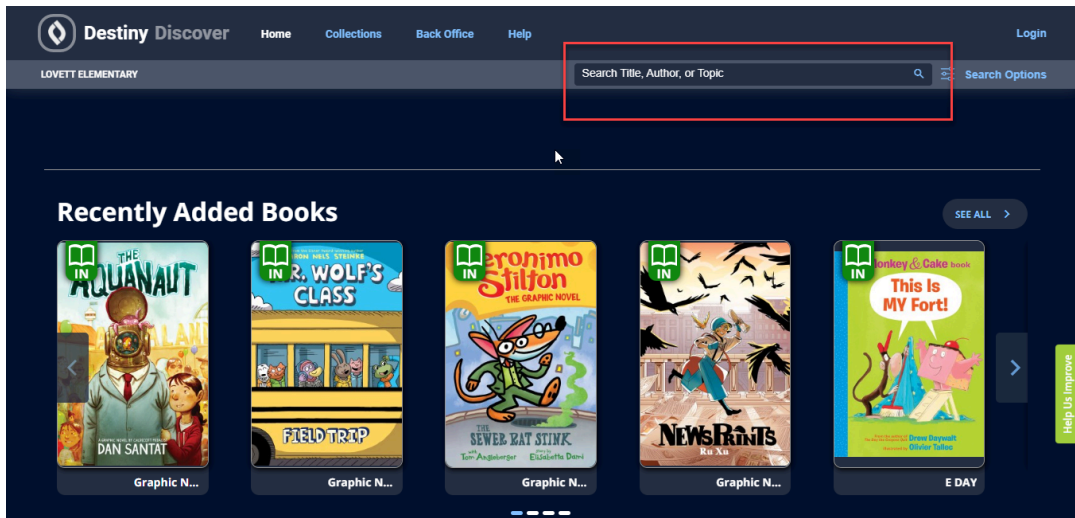
We believe that these paradigms apply to students and to all of us. After ten years serving the Lovett Community, I can tell you that it makes my principal heart full to be able to bring this to our campus and community. There is so much more we can do with and for our students and this is our path forward.

This year, we are learning, but you will see and hear the language of Leader in Me develop on our campus and you will see the home connection. Leader in Me is not just a school-based implementation, this is about empowering students at school, at home, and empowering families to connect. I look forward to us learning together!

- The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.
- The Leader in Me is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school. Content from The 7 Habits of Highly Effective People is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures. For more information you can visit <https://www.theleaderinme.org>

LIBRARY BOOKS

Help your child choose the books from the comfort of your home. Browse the Lovett library online at: [Destiny Discover Home \(follettsoftware.com\)](https://www.follettsoftware.com)



Reading is such an important building block for your child's success not only in school, but in life. Please help your child read at least 20 minutes every day.

Please note that students are responsible for all library books issued to them. Parents or guardians are financially liable for any damage, defacement, or loss that may occur while the book is in your child's possession. If books are found after a fee has been paid, they can be turned in for a refund.

LOST AND FOUND

On the first Friday of every month all unclaimed items are donated to charity.

LOVETT LEADERSHIP, TEACHERS, AND STAFF

Please click below to visit the Lovett Elementary Website for staff information

<https://www.houstonisd.org/domain/46072>

MAGNET AGREEMENT LETTER



Student Name: _____

Student ID: _____

Expectations for the Student

Magnet Students should demonstrate commitment.

By: the completion of all assignments and course meetings as required. They will contribute to sustaining a school environment that promotes mutual respect and supports the success of others as outlined in the student code of conduct.

Expectations for the Family

Family engagement and partnership is required for the Magnet educational experience. Families are expected to be responsive to communication from the school regarding academic progress, attendance, and behavior. Additionally, parents are expected to volunteer at an event during the school year (Ex. Field trip chaperone, performance support, etc.).

Continuation Requirements

- Students must Attend/Perform in a minimum of 2 school related performances or competitions per year (i.e. solo and ensemble, All-City, festivals)
- Students must be eligible to attend or see professional performances sponsored by the school

Secondary School Specific requirements (All of the above including):

- Passing score on MOY Critique

Students who do not meet program continuation requirements, are placed on an **HISD Magnet Growth Plan** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee composed of campus professionals and parent(s) will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place and is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

Please Note:

- Students cannot be placed in the regular educational program on the same campus where they have a Magnet transfer.
- All students are limited to a single transfer each school year.
- Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

We agree to adhere to the program expectations and policies as outlined in this agreement. All signatures are required for this agreement to be active. Student signature is only required for students in grades 6 and above.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Coordinator Signature: _____ Date: _____

Principal/ Designee: _____ Date: _____

MEDICATIONS

- HISD policy states that it is not the function of public school personnel to administer medical treatment or medication, including “over-the-counter” drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident.
- Students on long term medication which cannot, under any arrangement, be administered other than during school hours, may take medication at school with a properly completed medication form (No. 40.3740) signed by both the physician and parent.
- All medication will be maintained in the clinic and administered by the school nurse or a designee instructed in the proper dosage.

PARKING AT LOVETT

- Parking at Lovett is very limited.
- Please do not use the visitor parking lot as a drop off loop.
- If using the visitor lot to drop off your child, you must be able to park in a designated parking space for your child to get out of the car. You should not park along the red curve areas.

PESTICIDE APPLICATION

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

PLAYGROUND USE

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

PROHIBITED FOOD/CONTAINERS FOR LUNCH/LUNCH SUGGESTIONS

Glass bottles and canned, carbonated drinks are not allowed at school. Please do not send lunch items in glass containers. As we continue to stress good/healthy-eating habits for the children, we ask that you limit the “fast food” lunches that are brought to school.

Here are some ideas, Extracted from the “Harvard school of Public Health,” [Packing a Healthy Lunchbox | The Nutrition Source | Harvard T.H. Chan School of Public Health: Choices](#)”

1. **Choose any 1 fresh fruit.** For example: grapes, [apple](#) slices or rings, any melon chunks (cantaloupe, honeydew, watermelon), any berries (strawberries, blueberries, raspberries), or [banana](#) slices.
2. **Choose any 2 vegetables.** For example: carrot coins or sticks, cucumber, broccoli, bell pepper strips, asparagus spears, summer squash ribbons, or grape tomatoes.
3. **Choose any 1 healthy protein.** For example: Beans, edamame, [nuts](#), seeds, peanut butter, hummus, veggie burger, roasted turkey or chicken slices, or a hardboiled [egg](#).
4. **Choose any 1 whole grain.** For example: whole grain pasta, bread, and crackers, [brown rice](#), [quinoa](#), [steel-cut oats](#), and other minimally-processed whole grains.

5. *Incorporating dairy (if desired).* For example: unflavored milk, plain Greek [yogurt](#), small amounts of cheese like cottage cheese, and string cheese. For dairy-free options, try soy milk and soy yogurt, which contain similar amounts of calcium, protein, and vitamin D as dairy milk.”

PROMOTION POLICY

Promotion standards are set by the district and state and are subject to revision. The district's current promotion standard was released during the 2024-2025 school year and indicates the following:

- State requirement of overall yearly average of 70% and above and HISD local requirement of an average of 70% or above in reading, other language arts, math, science, and social studies
- Sufficient attendance, not missing more than 10% of the school year.
- STAAR is no longer a passing standard: As of summer 2021, students not passing STAAR Reading, and Math will need to complete 30 hours of required Accelerated Instruction(HB1416). This is a state requirement of which schools are not able to opt out of. Parents wishing to opt out of the 30 hours for their child must meet with the campus administration.

PARENT TEACHER ORGANIZATION

We encourage all families to join the Lovett PTO and become an active member of our school community. Please visit the link below to learn more about our PTO.

<https://lovettpto.membershiptoolkit.com/login-form?r=%2F>

SCHOOL STORE

The Lovett PTO sponsors a School Store where children can purchase school supplies and Lovett items weekly. The school store opens 15 minutes prior to the 7:30 a.m. bell and closes at 7:25 a.m. to allow all students to report to class on time. Each grade level will have specific days assigned for the school store. If your child is visiting the school store, please provide them with guidance on how to keep their money secure.

School store schedule will be posted on Class Dojo

SCHOOL TELEPHONE USE

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

STAAR TESTING (for 3rd to 5th Grade)

Please go to the STAAR website to help prepare your child for the test. They have test samples, exercises, tips on how to study, etc.

Click

here:

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/new-and-updated-staar-redesign-resources>

STAAR 2023 Assessments for grades 3–5

- The STAAR assessments for grades 3 and 4 focus on content taught during the current academic year rather than knowledge and skills learned over multiple years.

- The STAAR assessments for grade 5 focus on content taught during the current academic year rather than knowledge and skills learned over multiple years.
- Starting in the 2022-23 school year, all students grade 3-5 will be required to take the STAAR Assessment online. Moving forward the state will not offer a paper assessment.

Performance on STAAR tests may be used to determine placement in more rigorous pre-Advanced Placement classes in middle school.

Math

The STAAR math incorporates underlying processes and mathematical tools covered in that particular grade. These include numerical representations and relationships, computations and algebraic relationships, geometry and measurement, and data analysis and personal financial literacy.

Science

STAAR focuses on concepts and addresses them in depth. Tested content includes matter and energy, force, motion, earth and space, and organisms and the environment. Forty percent of the STAAR tests incorporate scientific investigation and reasoning.

Reading

The STAAR assessment requires both analytical skills and application of knowledge. Tested content includes understanding across genres, understanding and analysis of literary texts, and informational texts.

SHARED-DECISION MAKING COMMITTEE

A Shared Decision-Making Committee (SDMC) shall be established on each campus to assist the principal. The committee shall meet for the purposes of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedure.

Role

The committee is an advisory group to the school principal except for approval of campus staff development. The committee must outline procedures for addressing the areas of involvement listed under Responsibilities, below and for decision making. The principal will consult the SDMC in matters relating to the school educational program, but the principal has the final authority in fiduciary and financial decisions.

Responsibilities

- The areas that require involvement of the SDMC are:
- Implementing all pertinent campus-level planning processes;
- Developing recommendations for the school budget;
- Submitting recommendations for the school curriculum;
- Recommending changes in the school's staffing patterns;
- Developing and approving the campus staff development plans;
- Developing, reviewing, and revising the School Improvement Plan (SIP) for the purpose of improving student performance for all student populations.
- After the principal approves the SIP, the SDMC will present the plan to the school-based professional staff for a vote of approval.
- Reviewing and making recommendations regarding the school's organizational structure; and
- Establishing procedures to periodically obtain broad-based community, parent, and staff input.

The school principal determines the size of the committee. Membership must include parents, community representatives, and no more than one business representative. Professional staff members must include at least two-thirds classroom teachers and one-third other campus-level professional staff.

Example: Sample options for 2/3 Classroom Teachers; 1/3 other professional staff (2:1 ratio):

Total Professional Staff on SDMC	Number of required classroom teachers (elected by just classroom teachers)	Number of required other professional staff (elected by all professional staff including classroom teachers)
3	2	1
6	4	2
9	6	3

Please visit the website to learn more about how to become involved in SDMC.

[Microsoft Word - SDMC \(houstonisd.org\)](#)

TECHNOLOGY

Please become familiar with this website as it contains a myriad of helpful information for you and your child:

[Students & Parents / Homepage \(houstonisd.org\)](#) is in English y en Español, etc.

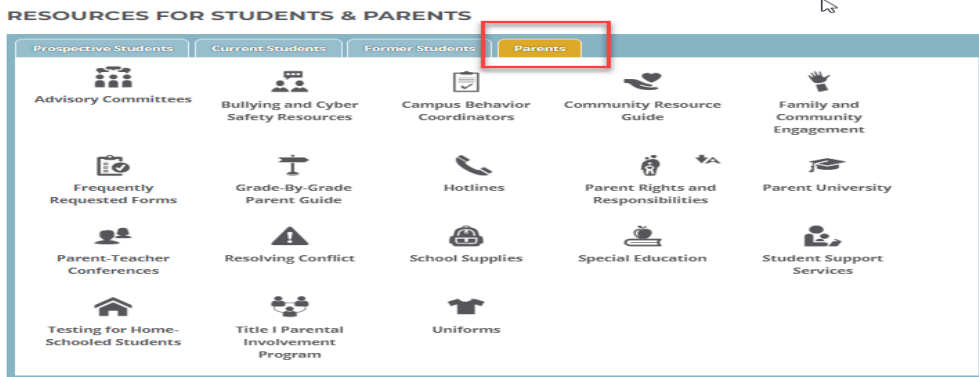
What can I find on the website listed above?

- Go to current Parent and Student Resources. Please see below for a screenshot of the website in the HISD website.

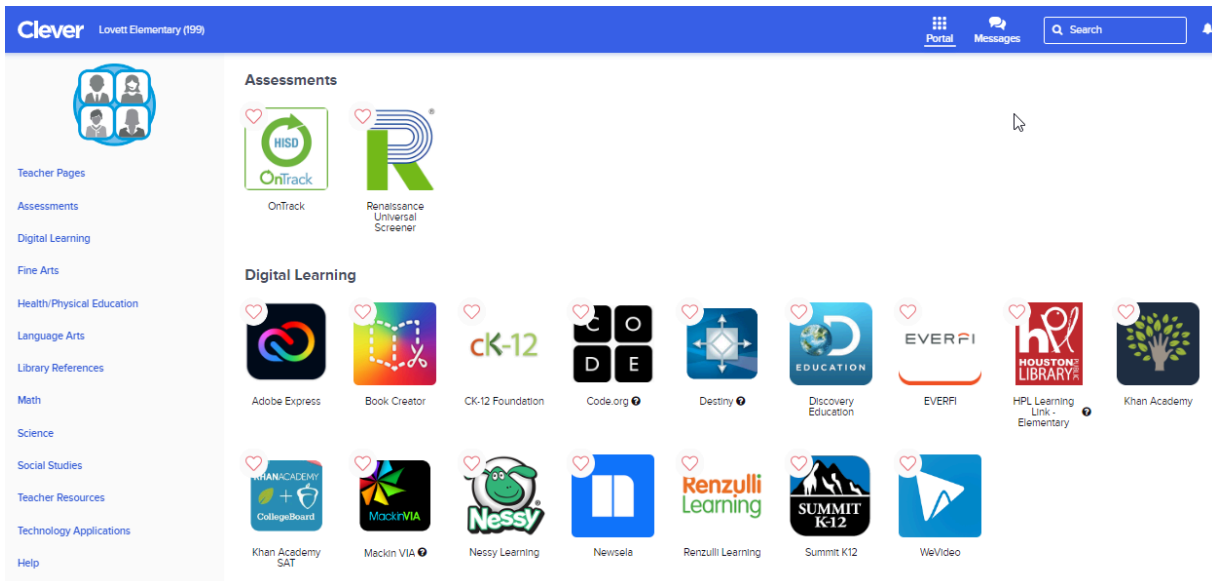


RESOURCES FOR STUDENTS & PARENTS





What is CLEVER? Learning APPS free to use with your child account! Some resources listed below may not be available as they are updated yearly.



Clever Lovett Elementary (199) Portal Messages Search

SAT

Fine Arts

- Davis Digital
- QueverEd.com

Health/Physical Education

- CK-12 Foundation
- Discovery Education
- EVERFI
- QueverEd.com

Language Arts

- Corrective Reading
- ESL Reading Smart
- iLit - SAVVAS
- Imagine Español
- Imagine Language & Literacy
- K-5 Language Arts and Reading
- Language Live
- Learning A-Z
- myON

Teacher Pages
Assessments
Digital Learning
Fine Arts
Health/Physical Education
Language Arts
Library References
Math
Science
Social Studies
Teacher Resources
Technology Applications
Help
More apps

Clever Lovett Elementary (199) Portal Messages Search

Library References

- BrainPOP
- BrainPOP ELL
- BrainPOP Jr.
- Britannica
- Britannica Español
- Destiny
- Discovery Education
- EBSCO eBooks
- eSecco
- GALE Resources
- HPL Learning Link - Elementary...
- Learn360
- MackinVIA
- New York Times
- Newsela
- SIRS Discoverer
- TeachingBooks
- TeachingBooks
- TexQuest
- World Book Online

Teacher Pages
Assessments
Digital Learning
Fine Arts
Health/Physical Education
Language Arts
Library References
Math
Science
Social Studies
Teacher Resources

Clever Lovett Elementary (199) Portal Messages Search

Math

- K-5 Go Math
- Imagine Math
- Imagine Math Facts
- ST Math
- Zearn

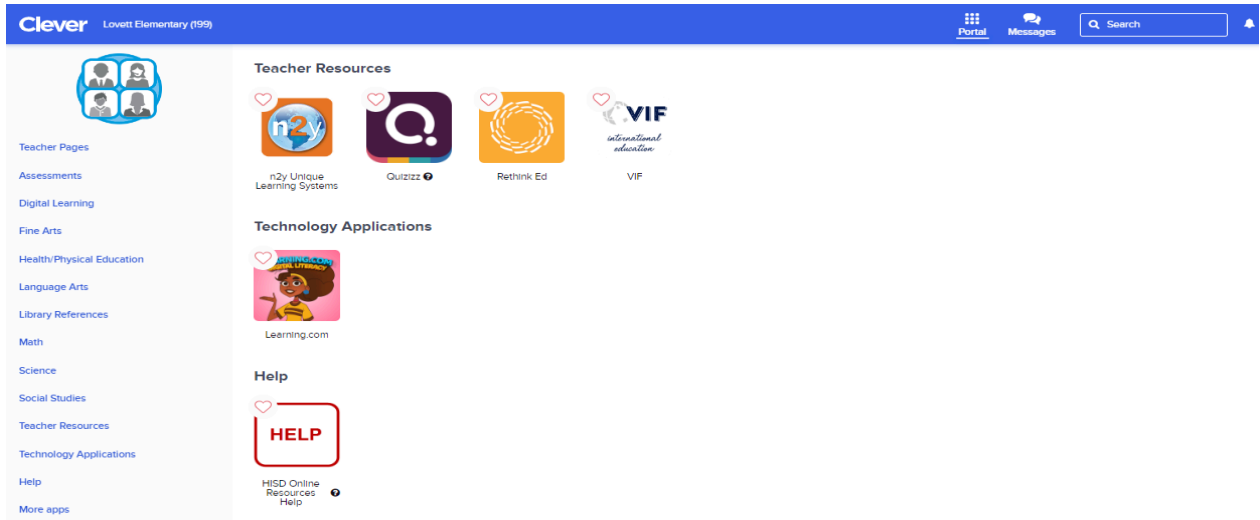
Science

- AP Environmental Science
- JASON Learning Login
- Science Fusion

Social Studies

- ABC-CLIO
- Destiny
- Studies Weekly Online 3.0

Teacher Pages
Assessments
Digital Learning
Fine Arts
Health/Physical Education
Language Arts
Library References
Math
Science
Social Studies
Teacher Resources
Technology Applications
Help
More apps



VISITOR POLICY AT LOVETT ELEMENTARY

VISITOR PROTOCOLS

Visitors to our schools are people who will not have any unsupervised activities with students. Examples of these activities include parent conferences, guest readers, guest presenter, attending class parties/events, general PTO meetings, etc. In these circumstances, staff will have a visible view of visitors in the area while they are visiting.

Visitors will be required to use a check-in and check-out system each time they enter the campus and leave the campus. If the intent of the visit is volunteer in nature, VIPS approval will be required. The school highly recommends that all parents regardless of the nature of their visit complete the VIPS approval process. This gives you flexibility throughout the school year to make volunteering an option. Please visit <https://www.houstonisd.org/vips#calendar347170/20220825/month> to complete your VIPS application.

Visitors to Secure Areas

Visitors, including parents and guardians, do not have unrestricted access to the secured areas of school buildings. All visitors are required to check in at the main office, state the purpose for the visit, and be granted approval by the administration or office staff before they enter the secured areas of the building. We must be able to control and monitor the flow of visitors as this enables us to be best prepared for emergency situations. Additionally, this enhances our level of security.

Visitors to secure areas: To ensure the safety of all adults and children in our facilities and to ensure the speed and accuracy of our visitor check-in process:

- Visitors will be required to present a government-issued picture identification card or driver's license to enter secured areas (any area past the inner locked doors in the lobby)
- Once checked in you will be issued a visitor's sticker that should be always worn while in the building. The visitor's sticker should be worn on the chest, so it is visible.
- If a visitor is not wearing a visitor's sticker, any school staff has the right to direct them back to the main office to secure a visitor's pass.
- Any visitor refusing to wear a visitor's sticker will be asked to leave the campus.

- Visitors must remain in approved areas only. If you sign in to go to the cafeteria, you should not be in the library, stopping by a classroom, etc.
- Visitors to the campus should only access the office workspace from the front desk, where you would check in for an appointment.
- Visitors must always act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, visitors must return to the main office and check out.

Special Event Check-in:

Special events are school programs or activities where parents are invited to attend. During these times visitor's will still be required to sign in at the main office and obtain a visitor's sticker. During events, Lovett staff can monitor visitors in the building and will monitor both entrance into the events and exit from the building.

- During events, visitors are only allowed to go to the location of the event. Visitors should never use this time as a flexible time to visit classrooms or other areas of the building.

Visitors to front office and lobby:

- Visitors should push the button to ring the office. The button is located outside the front doors.
- You should not hold the door for others. I know this seems unkind, but the office needs to be aware of every visitor entering the building and the front intercom and camera allows them to be aware of who is entering.
- If dropping off items, they should be left in the main office and school office staff will be glad to help ensure that any items that parents or guardians must drop off will be given to the child. Children will not be called to the main office to meet parents to pick up items
- To check out a child from school you must identify yourself and submit one form of picture identification. Children will not be called to the office to await parent arrival. They will only be called when the parent/guardian completes identification for check out

VISITORS AT LUNCH: Lunch time is an important part of the school day. It is not only time to eat, but time for important social lessons for children. When considering our lunch policy, we considered the following:

- **Socialization:** lunch is an unstructured time where students develop social skills, learn to form friendships, and problem solve conflicts.
- **Safety:** The key function of office and lunch staff is to monitor for safety. They monitor who
- comes into/out of our building and in the cafeteria. Cafeteria monitors need to remain focused on students and not have their attention reduced with the presence of adult visitors.
- **Access to Students:** When you are having lunch with your child, you also by default have access to other children. You overhear conversations and see things that might be confidential.

LUNCH VISITATION POLICIES AND PROCEDURES

Parent visit at lunch begins October 1,, 2024. The first six weeks of school will be spent teaching lunch expectations and procedures. Eating lunch with your child should be a special occasion and not a daily activity. The purpose of school and school lunch time is to teach students to be independent and interact with their peers. We only recommend it on special occasions like birthdays and not as a part of a regular routine.

- Lunch visitation is available Tuesday, Wednesday, and Thursday only
- **REGISTRATION IS REQUIRED Using the Lunch Sign Up Genius no later than 8:00 a.m. of the day of the lunch visit.** Staff will check each morning and have visitor's badge ready for those that have signed up. **VIPS Registration is required.** If you have not signed up, you will not be granted entry for lunch visit.
- The link for lunch registration will be posted on teacher dojo pages in the weekly Lovett Letter
- When registering you are registering for a seat. Please do not bring extra visitors if you have not reserved a space. Space is very limited in the cafeteria, therefore we are not able to accommodate extra visitors.

- Parents must check in the office and get a visitor's sticker through the Raptor System. **VIPS Registration is required** as you are not only in the cafeteria with your child but with other children.
- Parents will eat with their child only at the designated parent table. Parents may not join their children for lunch at the student lunch table or stand around the student lunch table.
- Friends may not be invited to join a student at the parent lunch table
- Please dress appropriately when coming to school to eat with your child -- no pjs, slippers, or revealing clothing.
- Younger children should not be left unattended or attended by the school aged child
- Only parents purchasing a tray for themselves should be in the cafeteria line. All other parents must wait at the parent lunch table until your child joins you.
- Please model all cafeteria rules:
 - Students are to remain at the parent lunch table and may not walk around the cafeteria
 - Students are expected to raise their hand and get permission from a cafeteria monitor when needing to go to the restroom
 - Students are expected to put up their tray before leaving the parent lunch table
 - Students are expected to follow the directives of the adults on lunch duty
 - Food should not be shared with other students.
 - Parent may not bring lunch for another student
- During state testing, lunch visits will be closed
- Do not redirect or provide disciplinary actions to your child or any other child in the lunchroom. If you are having a concern with your child during the lunch visit, please ask a cafeteria monitor for assistance and they will inform an administrator that you may need support with addressing an issue with your child.
- Parents are expected to follow all directions from school staff. Failure to follow directions could result in your lunch visit privileges to be taken away.
- Restrict your conversation to only your child

- Parents are not allowed in student restrooms. Students are expected to go to the restroom on their own just as they would if you were not present
- Parents are to refrain from feeding their child or sitting their child on their laps
- Cell phones/electronic devices should not be out during the lunch period. No recordings or pictures.
- The visitation ends once the child leaves the cafeteria. The parent should not follow the child back to class or recess.
- If bringing your child lunch, please refrain from providing soda with lunch. Choose a healthy option, such as milk or juice, which does not provide a sugary stimulant.

The principal reserves the right to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff, or if the individual fails to follow the policy identified above. The campus also reserves the right to close the campus to lunch visits if it is in the best interest of students or the overall functioning of the campus.

VIPS (Volunteers In Public Schools)

Volunteers In Public Schools (VIPS) give regularly of their time and talents helping teachers. Projects may include assistance in the library, tutoring, field trip chaperone, school store and clerical duties, guest reader, guest speakers for career day.

Please feel free to share ideas of your own as to how you can become involved in your child's school. Lovett needs you! To become a Volunteer, please also complete HISD's VIPS online application process. Please note that some volunteer roles may need to sign and abide by their own set of rules which will be given to you once you sign up to volunteer for that role.

Field trip chaperones must be VIPS approved in order to attend the field trip. Please allow a minimum of two weeks prior to the field trip to be cleared.

Please sign up for VIPS on the following website, **every year**. Our campus goal is to have 100% of our families VIPS certified.

[Community Partnerships / Volunteer with HISD - VIPS Home \(houstonisd.org\)](http://CommunityPartnerships/VolunteerwithHISD-VIPSHome(houstonisd.org))

WITHDRAWAL FROM SCHOOL

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

WHO TO CONTACT

Attendance	Tane Sims, SSims1@houstonisd.org
Appointments with Principal	Tanya Perez, Tperez1@houstonisd.org
Bus Transportation Set up	Lauren Adams, ladams12@houstonisd.org
Cafeteria(meal/accounts)	James, Quwana QJames1@houstonisd.org
Curriculum	Dawn Thompson, Dthomp11@houstonisd.org
Cumulative Records	Tane Sims, TSims1@houstonisd.org
Donation Procedures	Tanya Perez, TPerez1@houstonisd.org
Dyslexia Services	Heather Gaines, HGaines@houstonisd.org
ESL Program	Lauren Adams, ladams12@houstonisd.org

Extended Day	Tane Sims, TSims1@houstonisd.org
Grades	Contact classroom teacher
Grading Policy	Dawn Thompson, Dthomp11@houstonisd.org
Library	Anne Warner, AWarner@houstonisd.org
Magnet Program	Lauren Adams, ladams12@houstonisd.org
Maintenance	Tanya Perez, TPerez1@houstonisd.org
School Website	Anne Warner, AWarner@houstonisd.org
SDMC	Dawn Thompson, Dthomp11@houstonisd.org
Special Education Program	Heather Gaines, HGaines@houstonisd.org
STAAR Testing	Lauren Adams, ladams12@houstonisd.org
Teacher Conference	Contact classroom teacher
Technology Issues	Anne Warner, AWarner@houstonisd.org
Vanguard Program	Lauren Adams, ladams12@houstonisd.org
VIPS	Tanya Perez, TPerez1@houstonisd.org
504 Plans	Heather Gaines, HGaines@houstonisd.org

COMPACT FOR LEARNING (A TITLE I SCHOOL REQUIREMENT)

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

Parents Will:

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

Students Will:

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

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

FREQUENTLY ASKED QUESTIONS (FAQ)**May I walk my child or children to their classrooms in the mornings?**

No, parents may walk children up to the back door on Birdwood or into the main office lobby, but not into the secured student area.

What if I need to drop something off to my child?

Items can be dropped off in the main office and office staff will make sure your child gets the item. We ask that parents work with their children to be organized and have what they need for the day to limit the need to drop off items at the campus.

What if I need to speak to my child's teacher?

You may meet your child's teacher during Open House, make an appointment, email him/her or visit the main office to request a meeting. School administrators and office staff will help facilitate this communication in any way they can. Partnerships with parents/guardians are valued, and communication with your child's teacher is encouraged. Teacher's may host parent conferences afterschool at their discretion as their duty day ends at 3:15 p.m.

How do the visitor's policies address safety?

Our visitor protocols are in place to help avoid incidents of a disruptive nature by controlling the flow of visitors in all our buildings. These procedures help ensure accountability regarding who is visiting our school at any given time and will provide administrators with the names of all visitors in the event of a school emergency.

What do I do if I am visiting and there is a safety drill?

During a safety drill or real emergency, all visitors are required to follow the directions of school staff. School staff are provided training on how to implement procedures during various kinds of emergencies. Visitors must follow procedures as not to interfere with the implementation of necessary safety procedures

What if another family asks me to pick up their child from school?

We love when our families support each other. The school would need written notification from the other family giving approval for you to pick up their child.