

E.O. LOVETT ELEMENTARY
PARENT AND STUDENT GUIDE



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Note: This document should be considered a living document that will be amended as needed to best support our students and school community. Loving it at Lovett means we always seek to improve where needed to meet the needs of ALL of our students.



to the 21-22 school year! I am pleased that you have selected Lovett Elementary to educate your child. At Lovett, we focus on being a tight knit school community that collaborates for the best interest of our children. That collaboration stems from our commitment to high standards and student performance to creating a safe environment for our children. This handbook is designed to communicate important policies and school procedures that will keep us safe and help make our school year run smoothly. Every parent should become familiar with this handbook and if ever in doubt about a procedure or policy, please ask our Lovett staff. As we work together and need to fine-tune procedures, we will update this handbook.

I sincerely hope that this school year is a positive experience for your child and your family. I am excited to get to know them and to meet each of you as we partner together to take Lovett to new heights of excellence!

The picture below was taken in 2016. It signifies how beautiful we are when we pull together. This handbook was designed for both students and parents. As no handbook could include everything, we will update the handbook as needed.



2021-2022 Academic Calendar
Houston Independent School District

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2021						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2022						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2022						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2022						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

Key		Holidays		
	Holidays	September 6, 2021	Labor Day	
	Teacher Preparation Days (no students)	September 16, 2021	Fall Holiday	
	Teacher Service Days (no students)	November 22 - 26, 2021	Thanksgiving Break	
	Enrichment Opportunities	December 20- 31, 2021	Winter Break	
School Day Start and End Times		January 17, 2022	MLK Day	
7:30-3:00 Elementary		February 21, 2022	Presidents' Day (students only)	
8:30-4:00 K-8 and Middle School		March 14 - 18, 2022	Spring Break	
8:30-4:10 High School		March 28, 2022	Chavez-Huerta Day	
		April 15, 2022	Spring Holiday	
		May 30, 2022	Memorial Day	
Significant Dates		Grading Periods	Report Card Dates	
August 16, 2021	Teachers report to work	Aug 23-Oct 1	27 days	October 8, 2021
August 23, 2021	First day of school	Oct 5-Nov 12	29 days	November 19, 2021
January 14, 2022	Last day of first semester	Nov 15-Jan 14	30 days	January 21, 2022
January 19, 2022	First day of second semester	Jan 19-Feb 25	27 days	March 4, 2022
June 7, 2022	Last day of school for students	Feb 28-April 22	33 days	April 29, 2022
June 8, 2022	Last day for teachers	April 25-June 7	31 days	June 7, 2022 (ES/MS)
				June 15, 2022 (HS)



Attendance

Consistent attendance in school is essential to promoting good student interest, performance, and attitude. Lovett will abide by the Houston Independent School District Board Policy governing attendance requirements. Compulsory attendance rules apply to kindergarten through fifth grade students. Chronic absences will be referred to an HISD Attendance Officer and legal action will be taken. The Lovett Attendance Committee will review the records of all students who have 5 or more unexcused absences for the year. Excessive absences could result in non-renewal of your magnet status.

Attendance is taken daily at 9:30 a.m. If a student is not present at 9:30 a.m, the student is marked ABSENT. Absences will be marked either excused or unexcused each day. Students who have been absent **MUST** present the teacher with a written excuse signed by the parent/guardian within three (3) days of the absence. After (3) days the absence will be considered UNEXCUSED. Please be very clear to note the day(s) absent and the reason for the absence. All students will be given the opportunity to make up work for 24 hours after returning to school.

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

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



Bell Schedule

7:20 A.M.	Lovett doors open - Jason and Birdwood entrances
7:30 A.M.	First Bell
7:35 A.M.	2 nd Bell
7:40 A.M.	Tardy Bell
3:00 P.M.	Dismissal Bell
6:00 PM	Extended Day Ends

Bicycles

Students who ride bicycles to school should observe all safety rules as they relate to operating bicycles on the street. Once on the sidewalks adjacent to the campus, students must walk their bicycles to the bicycle racks and secure them with a chain and/or a lock. The school takes no responsibility for lost/damaged or stolen bicycles.

Birthday Celebrations

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



Cafeteria Procedures

Students may bring lunch, or purchase lunch, milk or a-la-carte items from our cafeteria. Glass bottles and canned, carbonated drinks are not allowed at school. Please also do not send lunch items in glass containers. As we continue to stress good/healthy-eating habits for the children, we ask that you limit the “fast food” lunches that are brought to school.

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

Parents may bring forgotten lunches to the main office and it will be delivered to your child. Place any forgotten items on the table in the entrance lobby. Please be sure to label 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.

Car Tags

Each family will be provided two car tags that have your child’s name, grade, and teacher. Please hang the tag from the rear view mirror visible to Lovett Staff. If you are walking up to pick-up your child, have your car tag in your hand and present 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 it will slow the process down because a staff member will need to verify who you are before releasing the child to you.

Cell Phone Policy

Cell phones and other electronic devices are allowed on campus but must be turned off and not visible during class time. If a student cell phone is seen or heard in the school building at any time, the cell phone will be collected. Students may only use a cell phone after school, outside the building, and for transportation purposes. 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 secured at all times. Other

electronic devices (i.e. I-Pods, MP3 players, digital cameras, camcorders, etc.) may not be used during the instructional day and should not be brought to school.

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

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

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

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

Violating cell phone policy during testing: Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of the incident and decision. The student will not be allowed to make up any portion of his/her assessment missed due to this infraction.

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

Check-Out during the Day

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

The last 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 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. We are not able to take directives from one parent regarding the other unless said directive is outlined in a legally binding custody document.

Classroom Visitation(subject to COVID safety guidelines)

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

The principal’s door is open to parents and students. It is felt that if possible, the parent and teacher should try to resolve problems before the principal becomes involved. Conferences with the principal regarding classroom problems include the parent, the teacher, and the student, if appropriate. Please call to make an appointment if you need a conference with the principal.

ClassDojo

Classdojo will be the primary form the school uses to send communication to parents. Teachers will use it for whole class communication and administrators will use it for whole school communication. Please make sure you have signed up for Classdojo so you are not missing critical communication

For general messages, questions for teachers, please send to teachers using email.

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.

Conduct

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

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

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

COMPACT FOR LEARNING

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

Parent Responsibilities- Parents are expected to:

- bring their child to school and pick him/her up on time every day.
- support their child in completing all assignments and projects.

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

Student Responsibilities - Each student is expected to:

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

Staff Responsibilities- Staff members are expected to:

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



Dismissal and Car Tags

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

Students leaving the campus at dismissal are to proceed home as soon as possible. Students and parents are not allowed to return to the classroom to retrieve forgotten items.

Students not picked by 3:15 will be taken back into the main office to call parents. Beginning at 3:15 parents will need to enter the school office to sign their children out. Music students staying for practice and not picked up in a timely manner will follow the same procedures. While we understand from time to time that a parent 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.

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 or there is limited seating in the front office. Please do not enter the side gate of the school to wait on the benches inside the playground area.
- Tutoring and After School Music (Orchestra, Band and Choir) are dismissed from the Birdwood loop.

Dress Code

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

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

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

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 busses will run as indicated. If the weather does not cause an issue with school phones, parents will also

be notified using the school call out system. All non-bus riders will be held at school under the supervision of Lovett staff until signed out through the office by a parent or appropriately designated adult. Should this occur, Extended Day classes will be cancelled. Listen to the television and/or radio and not a “friend” for this important information. The school is not authorized to dismiss school early unless so directed by HISD administration.

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



Emergency Procedures

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

- · Fire Drills
- · Shelter in Place
- · Tornado Drills
- Lock Down Drills

Evacuation

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

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

***** Parents will be notified using Classdojo and district level communication via the call out system

Enrollment Card Information

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

Extended Day

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

Parents may choose to submit their fees per semester or for the full year. See Ms. Sims for more details about the program and its fees.



Field Trips(No field trips in Fall 2021 due to COVID)

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



Grading

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:

Cheating by:

- 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.

Grading Cycle:

All HISD Campuses will be on a six week grading cycle for the 20-21 school year. Grading cycle and report card dates are below:

Grading Period	Number of Days	Report Card Dates
Aug. 12-Oct. 1	27 days	October 8, 2021
Oct. 5-Nov. 12	29 days	November 19, 2021
Nov. 15-Jan. 14	30 days	January 21, 2022
Jan. 19-Feb. 25	27 days	March 4, 2022
Feb. 28-April 22	33 days	April 29, 2022
April 25-June 7	31 days	June 7, 2022

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. Students will also bring home graded papers on Fridays

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

The criteria for evaluating student achievement in foundation subjects are:

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

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, Handwriting, Physical Education, Health and Safety, Music, Band, and Orchestra will be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Conduct Grades

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 K-5. They are marked as follows:

E	Excellent
S	Satisfactory
P	Poor
U	Unsatisfactory

Work Habit Grades

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

Communicating Questions/Concerns about Grades

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

- All issues and concerns should be submitted prior to the end of the 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.

Talking with Teachers about Grades

Resolving grading or other issues in a timely fashion is recommended and encouraged. All issues with grades must be resolved within the same 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.

HISD Grading Policy

- 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%

- According to HISD's instructional continuity guide for virtual learning, students enrolled in remote instruction follow the same grading guidelines as those enrolled in in-person instruction.
- Grades will be taken during each grading cycle of the 2021-2022 school year. All cycle grades will be used in the calculation of the final average.

Lovett Campus Grading Policy:

- 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. Short weeks may impact the number of grades taken
- Conduct will be communicated based on Lovett Student Expectations and teacher classroom expectations. The teacher will communicate with the parent if the conduct grade will be impacted.
- Students should be provided the opportunity to make up or redo a class assignment or assessment for which the student received a grade below 70%. This does not include spelling assessments and formative assessments that are used as progress monitoring. Lovett defines a reasonable opportunity as no later than one week after the assignment was graded and returned to the student. The teacher may extend this time based on instructional need to further support the students before a redo.
- Based on the assignment or test, teachers have the option to have students make corrections or have the student complete a new assessment or assignment. Lovett believes that best practice is to re-teach the skills where the student is having difficulty before having students correct or redo an assignment or assessment. Teachers have discretion to decide how they do this. This can be done one on one, whole group, small group, using technology resources, etc.
- Redo grades will be entered into the grading system and noted as a redo.
- Students may earn up to 75% for assignment redo.
- Students that develop a habit of needing to redo work will be referred for additional academic assistance.
- Grades 1 through 5 will not weigh grades. Grades will be averaged across the board and multiple types of grades (classwork, test, quizzes, labs, projects, etc.) will be used to determine a student's grades. Our focus is that students have multiple opportunities to demonstrate what they have learned.

LATE WORK GRADING POLICY

- 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 redo
- Late work in grade 2-5 may be subject to a penalty of 10% off the grade earned. In first grade, late work will 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%



HB4545

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 HB4545, please visit the site below.

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/house-bill-4545-implementation-overview>

Homework

Homework assignments are an extension of classroom work to provide drill, maintenance, and good study habits. Parents should encourage their child to spend at least 30 minutes a day on homework. Assignments are to be worked on by the student with corrections provided by the parents.

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

Honor Roll

The criteria of eligibility for the Honor Roll is a minimum of all 90's and no more than two 80's; a student must maintain an E and/or S in all enrichment subjects and conduct to qualify for the *Honor Roll*. Due to COVID and the learning instructional gaps for all students, the campus will examine other options for rewarding academic and reserves the right to discontinue honor roll if needed.



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, spinners, etc.) should not be brought on the school campus unless they are part of a classroom project or requested by the classroom teacher. When found inappropriately in school, these items will be collected by the teacher and returned only to parents through the school office. Cell phones are permitted on campus; however, they must be turned off and placed in the student backpacks. Cell phones that are found in pockets, turned on, or in use during the day will be taken and returned only to the parent.



Late Pickup 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.

Lost and Found

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

Lovett Dates to Remember

DATE	EVENT	TIME
Aug. 16 - Aug. 20	Teacher Pre-Service	7:30-3:15
September 3	Meet the Teacher K-2	4:00-5:30
September 3	Meet the Teacher 3-5	6-7:30
August 23	First Day of School	7:30-3:00
September 14	Virtual open house	6:00-7:30

Lovett Classroom Teachers

Pre K	Second Grade	Fourth Grade
Kizuwonda Marshall kmarsha3@houstonisd.org	Cara Armes cpatton@houstonisd.org	Barbara McClintock bmclint@houstonisd.org
Kindergarten	Amanda Palacios Amanda.Palacios@houstonisd.org	Jenna Reilly Jenna.Reilly@houstonisd.org
Connie Buchanan cgatewo2@houstonisd.org	Melanie Richardson Melanie.Richardson@houstonisd.org	Michael Wolfshohl mwolfsho@houstonisd.org
Lashone Hartzog lhartzog@houstonisd.org	Carlos Trejo ctrejo@houstonisd.org	Vacant
Rachel Jeffries Rachel.Jeffries@houstonisd.org	Third Grade	Fifth Grade
Jessica Onwuzuruike Jessica.Onwuzuruike@houstonisd.org	Abe Freilich afreilic@houstonisd.org	Annemarie Cruz acruz8@houstonisd.org
Angela Thompson athomps8@houstonisd.org	Sarah Godwin sarah.godwin@houstonisd.org	Veronica Johnson veronica.johnson@houstonisd.org
First Grade	Kami Jenkins Kami.Jenkins@houstonisd.org	Ericka Williams ewilli21@houstonisd.org
Kathryn Kraitman kkraitma@houstonisd.org	Jamie Locander alocand@houstonisd.org	Casey Wilson cwilso19@houstonisd.org
Angelina Lackey Angelina.Flores@houstonisd.org	Katie White Katherine.White@houstonisd.org	
Jennifer Lear jlear@houstonisd.org		
Susanne Oliver soliver2@houstonisd.org		
Jennifer Pollard Jennifer.Pollard@houstonisd.org		

Lovett Faculty

Fine Arts	Sped	Office	Admin
Hayley Boardman hayley.Boardman@houstonisd.org	Faye Casell faye.casell@houstonisd.org	Tanya Perez tperez1@houstonisd.org	Lauren Adams ladams12@houstonisd.org
Ali Jackson ajacks17@houstonisd.org	Latriba Garrett latriba.garrett@houstonisd.org	Suiki Schafffer-Boardman sschaf@houstonisd.org	Heather Gaines hgaines@houstonisd.org
Vanessa Lin Miao.Lin@houstonisd.org	Alex King alexandra.king@houstonisd.org	Amy Schneider	Dawn Thompson dthomp11@houstonisd.org
Katherine Martin kmartin6@houstonisd.org	Amber Yother jyother1@houstonisd.org	Tane Sims ssims1@houstonisd.org	Building Operation
Abe Ruiz aruiz6@houstonisd.org	Intervention	Curmesia Price cprince3@houstonisd.org	Roberto Vanegas rvanegas@houstonisd.org
Anne Warner awarner@houstonisd.org	Betsy Benton ebenton@houstonisd.org	Kitchen Operations	Stephanie Newton snewton@houstonisd.org
	Carol Boyle chrachov@houstonid.org	Qwana James qjames@houstonisd.org	Brandie Davis bdavis19@houstonisd.org
	Michelle Darnell michelle.darnell@houstonisd.org	Evelyn Oaks eoaks@houstonisd.org	
	Brandi Smith brandi.smith@houstonisd.org	Kimberly Williams Kimberly.Williams3@houstonisd.org	



Medications

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

will be maintained in the clinic and administered by the school nurse or a designee instructed in the proper dosage.

Morning Arrival

Doors open at 7:20 a.m. Lovett Elementary is not responsible for students before this time. Do not drop off students prior to 7:20 a.m. At 7:20 the main entrance doors will be open. The rear entrance doors on Birdwood will open at 7:20 a.m. No other doors are to be used during drop-off. Students who want to eat breakfast will pick breakfast up to take directly to their classroom. Breakfast carts will be set up by the Jason and Birdwood entrances. 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.

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



Parent Organization/VIPS

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

Volunteers In Public Schools (VIPS) give regularly of their time and talents helping teachers. Their projects include assistance in the library, tutoring, field trip chaperone, school store, and clerical duties. Come up with ideas of your own as to how you can become involved in your child's school. Lovett needs you! To become a Volunteer, please also complete HISD's VIPS online application process.

Parking at Lovett

Parking at Lovett is very limited. PLEASE plan to arrive in plenty of time to get your child to their classroom on time. It is your responsibility to pay attention to the parking signs. We encourage you to drop your child off using the traffic loops where staff and/or

safety patrols are stationed. The morning drop off zones have proven to be very effective for the safety of our children. Lovett Safety Patrols take pride in their jobs to provide Lovett children with a safe and secure environment.

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

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

Pesticide Application

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the 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.

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 2021-22 school year and indicates the following:

- State requirement of overall yearly average of 70% and above and HISD local requirement of an average of 70% or above in reading, other language arts, math, science and social studies
- Passing grade on High Frequency Word List in grades 1 & 2
- Sufficient Attendance
- 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. This is state requirement of which schools and parents are not able to opt students out of.



Report Cards and Progress Notices

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

Lovett is on a nine-week grading period with computerized report cards in grades K-5. Report cards should be signed and returned the following day and a copy will be provided to the parent. Report cards dates are: October 8th, November 19th, January 21st, March 4th, April 29th, and June 7th. Parents may also access student grades online at www.houstonisd.org, a username and password will be provided at the beginning of the school year.



Safety and Security

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

School Wide Expectations: The disciplinary goal of Lovett Elementary is to develop a system that is warm and supportive to the students. The purpose of this system is to

set simple rules that are easily remembered, encourage the students to develop responsibility for their own actions, and lay out a reasonable set of consequences for misbehavior and for good conduct.

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

School Store(tentative based on COVID safety guidelines)

The Lovett P.T.O. sponsors a School Store where children can purchase school supplies and Lovett items weekly. The school store opens 15 minutes prior to the 7:30 a.m. bell and closes at 7:25 a.m. to allow all students to report to class on time.

School to Home Communication

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 as 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. 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 check Classdojo for schoolwide and classroom messages. Classdojo and PTO website posting will replace our traditional paper Wednesday Folder

Class Dojo

Class Dojo is an electronic way for teachers and all staff to communicate in a timely manner. All Lovett staff and faculty will be utilizing Class Dojo this year.

Parents should check the school website regularly for school information. Additionally, each teacher has a teacher page with available resources. The school website can be accessed at: www.houstonisd.org/lovett

Shared Decision-Making Committee

The Shared Decision-Making Committee is an advisory group composed of: six classroom teachers; three other professional staff members; one non-professional staff member; two parents; two community members; one business leader chosen by the

principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement. Meetings are held throughout the year and minutes are available to all parents and interested community members. An information notebook containing agendas, minutes, and various committee reports is maintained in the main office. Agendas and minutes are also posted on the school website.



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.

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.

Cell phones are allowed on campus but must be turned off and stored. If a student cell phone is seen or heard in the school building at any time, the cell phone will be collected by the teacher and returned only to parents through the school office. Students may only use a cell phone after school, outside the building, for transportation purposes. A second incident could result in the student not being allowed to bring the cell phone on campus and a penalty charge when picked up by a parent.

Textbooks/Library Books

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



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