

**LANTRIP ELEMENTARY
100 TELEPHONE RD.
HOUSTON, TEXAS 77023
(713) 924-1670**

NOTES TO THE PARENTS:

Welcome to the 2009 school year. The staff and I are looking forward to an exciting and enriching school year for our students at Lantrip. It is my desire that we work together to provide the best education possible for our students. We are pleased with the tremendous response we have had from parents and ask for your continued support in the implementation of the school uniforms, and in monitoring "Lantrip's Home Reading Program." This year we are continuing the use of Professional Learning Communities, which assist teachers with collaborative planning, team building and ensuring that every child is successful. Through your continued support of our efforts, and the guidance you provide your children at home, we will have a successful school year. If there is ever anything you wish to discuss with me, please feel free to contact me at 713-924-1670.

A NOTE TO STUDENTS:

Welcome to Lantrip Elementary! The staff and I at Lantrip are here to provide the best education possible, and we want you to be happy and enthusiastic about being a part of our Lantrip learning community. I encourage you to get to know the school, the teachers, the staff and me. Study and learn and you will become whatever you want, and you will reach your highest goals. We will provide you with many opportunities to be successful, but it will be up to you to commit yourself to the notion that your education is the most important aspect of your life. I also encourage you to make friends and become involved in the many activities available, but stay true to yourself and have the strength to stand for what is right.

Miriam F. Vicente
Assistant Principal

Matilda R. Orozco
Principal

Mission Statement

In partnership with parents and community, Lantrip is a home for the active mind. We promote excellence in learning and nurture mutual respect. As a community we celebrate each other's growth.



UNITY

I dreamt that I stood in a studio
And watched two sculptors there.

The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher--the tools they used
Were books, music, and art;

The other, a parent, worked with a guiding hand
And a gentle loving heart.

Day after day, the teacher toiled
With touch that was drift and sure.

While the parent labored by his side
And polished and smoothed it o'er.

And when at last, their task was done
They were proud of what they had wrought.

For the thing they had molded into the child
Could neither be sold nor bought.

And each agreed they would have failed
If each had worked alone.

For behind the teacher stood the school
And behind the parent, the home.

Author unknown



SPECIAL DATES 2009-2010

Please note that this calendar is specific to Lantrip Elementary and may vary from other H.I.S.D. school calendars

August 24	First day of school
September 7	Student Holiday (Labor Day)
September 2	Open House 5:00 p.m. -6:30 p.m.
September 2-12	TPRI and Tejas LEE –Grades 1-2
September 16	Early Dismissal 12:45
September 28	Fall Holiday
October 14	Early Dismissal 12:45
October 26-30	Red Ribbon Week (Drug Free Celebrations)
November 4	Report Cards to Parents
November 5	Picture Day
November 25-27	Thanksgiving Holidays
December 8	Picture Retakes
December 22-January 4	Winter Holidays-No School
January 11-20	Stanford 10/ Aprenda 3 for all Kinder Students
January 20-28	Stanford 10/ Aprenda 3 for First thru Fifth Grade
January 13	Report Cards to Parents
January 18	Student Holiday- Martin Luther King Day
January 20-February 4	TPRI and Tejas LEE-Grades K, 1 and 2
February 2-5	Fifth Graders at Camp
February 15	Staff Development –No School
February 26	Group Picture
March 3	TAKS Writing -4 th Graders
March 8-April 9	TELPAS LEP Students
March 15-19	Spring Break-Student Holiday
March 29-April 9	High Frequency Word Evaluation (Retest) Grades 1&2
March 31	Report Cards to Parents
April 2	Spring Holiday – No School
April 6	TAKS Math –5 th Graders
April 7	TAKS Reading -5 th Graders
April 27	TAKS Math Grades 3-5
April 28	TAKS Reading Grades 3-5
April 29	TAKS Science Grade 5
May 18	TAKS Math Grade 5 (retest)
May 19	TAKS Reading Grade 5 (retest)
May 27	Last Day of School for Students Report Cards to Parents

POLICIES, PROGRAMS, PROCEDURES

DAILY SCHEDULES

BREAKFAST: 7:00-7:50 A.M.
STUDENTS REPORT TO CLASS: 7:50 A.M.
PREK - KINDER -5TH : 8:00 - 3:00 P.M.



To ensure the safety of our children, students are not allowed to come on campus before 7:00 a.m. Students are dismissed at 3:00 p.m. and should not stay on campus after 3:15 p.m. No adult supervision is available.

ATTENDANCE POLICY

According to State requirements, an elementary student must be in attendance everyday of the school year to be promoted to the next grade and authorizes school officials to excuse absences only in excruciating circumstances. In May, an attendance committee will review the records of any student not meeting the criteria to determine if he/she will progress to the next year. Students who are absent must present a written excuse. In the event that students are habitually tardy they will be given a consequence. Five tardies are equal to one detention. Notes will be sent home to notify parents of this. The only acceptable excuses for absences and tardies are:

1. Personal Illness
2. Sickness or death in the family
3. Weather or road conditions making travel dangerous
4. Participation in school activities with permission of the principal
5. Emergencies or unusual circumstances recognized by the principal or designated person.

* Official HISD and State attendance is taken at 10:00 a.m. for the entire day. Children present at 10:00 a.m. are marked present for the day. Those who are absent at 10:00 a.m. are counted absent for the day. A student may be counted present if he/she has a medical appointment providing that the student actually attends school that day.

REGISTRATION REQUIREMENTS

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

1. Proof of residence, such as a paid utility bill or rent receipt, with the correct name and address.
2. A certified copy of birth certificate or birth registration card.
3. Immunization record for the student.
4. A report card from the last school attended.
5. Social Security Card if available.
6. If enrolled during the current school year, a withdrawal sheet from the previous school.
7. Guardianship papers if the student is residing with someone else other than the parent.



AGE REQUIREMENTS

Kindergarten children must be five years of age on or before September 1 of the current year for enrollment. First grade children must be six years of age on or September 1 of the current year for enrollment.

PRE-KINDERGARTEN

Children entering into Pre-kindergarten must qualify for the program. The child must be eligible for free or reduced lunch or eligible for the bilingual program.

TRANSFER PROCEDURES

Advance notification (2 days) is needed to complete the check-out forms and determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, new address, and the name of the new school the child will attend. In elementary school, the parent must come withdraw the child. The completed check-out form must be taken to the new school with a copy of the last report card attached, if available. We appreciate your cooperation in giving us a 2 day advance notice however we are aware that emergency situations do arise which would require us to speed-up the withdrawal process.

ENROLLMENT FORMS

In order for the school to handle emergencies, you must fill out two enrollment forms at the time of enrollment. In the event that your address, telephone, name or other information changes, please notify the office as soon as possible. We must have an emergency phone number. No cards will be accepted without a phone number.



SCHOOL COMMUNICATIONS

Children will often be given notes to take home. Please encourage your child to bring these to your attention. Monthly calendars are also sent home with the student the first week of the month.



REPORT TO PARENTS

Report to Parent notices will be sent home by the teacher to the parent/guardians of all students doing unsatisfactory for that grading period. A duplicate copy of this notice is given to the principal. These notices are to be signed and returned to your child's teacher. Report to Parent notice will be sent home according to the following schedule:

September 21-25
November 30-Dec.4

February 16-19
April 26-30

LANTRIP'S GRADING SYSTEM

The Houston Independent School District is using a new grading system called Gradespeed. Parents will have the opportunity to access grades online. The Parent Student Connect provides online access to:

- daily grades
- homework assignments
- progress reports
- attendance records
- test scores
- report cards

The Grading scale is as follows:

A	90-100	Excellent
B	80-89	Good
C	75-79	Fair
D	70-74	Passing
F	50-69	Failing

Your child's teacher will also be able to assist you, should you have any questions during the school year. Report Cards will be issued every nine weeks for grades Kindergarten-Fifth and every 12 weeks for Pre Kindergarten students.

HOMEWORK

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



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

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

The following homework suggestions may help YOU help your children:

The following homework suggestions may help YOU help your children:

- Parental Involvement Handbooks, issued by the school, have excellent suggestions for each subject areas.
- Choose an area where you and your child can read together for 20 minutes or more each day.
- Schedule a specific time for the whole family to read for 20 minutes or more each day.
- Make sure the television and radio are turned off in the room where your child is studying.
- Be a reading role model. Let your child see you read.
- Check your child's homework and provide positive comments.
- If your child is having difficulty with the assignment, ask your child's teacher how you can help.
- The most important suggestion is to have FUN helping your child learn!

HEALTH

MEDICATION

H.I.S.D. board policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take a long-term medication, the school will provide parents with a form to be signed by a physician stating this need. This form must be renewed annually.



IMMUNIZATIONS

All students are required to have current and updated immunizations as required by law. It is the responsibility of the students and parents to provide the school with an accurate immunization record. A student may not be allowed to attend school without these State mandated immunizations. Exclusions from contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law. All students must have the required immunizations: DPT, DPT series, Polio series, 2 doses of MMR- Hep B series and Varicella.

Welcome Visitors !

CONFERENCES AND VISITORS ON CAMPUS

Parents are always welcome on our campus. H.I.S.D. policy specifies that all visitors must check in at the main entrance or the office before going to a classroom. This is for the protection of all our students.

Parents are invited to help in the school or may be contacted by the teacher to attend a conference. It is in the best interest of the teacher that conferences be held after school or during the teacher's conference period instead of during instructional time. Please feel free to call and schedule an appointment for conference with your child's teacher when you feel the need for one.

DRESS CODE



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

GENERAL GUIDELINES

- All students are required to wear Lantrip school uniforms.
- Uniforms consist of :

Boys

Khaki or Navy shorts/slacks
Red/White collared shirt

Girls

Khaki or Navy shorts, skirt, jumper or pants
Red/White collared shirt

- Make-up is not permitted.
- Proper shoes should be worn for school and P.E. Slides, thongs, high heels, sandals, or cleats are not permitted.
- Student's hair is to be clean, neatly cut, and combed.
- Extreme hair styles and colors are not permitted.

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

1. If the student fails to wear the required uniform: the student will change his/her conduct card and will be sent to the office where his/her parents will be contacted. Parents will be asked to bring the uniform to school. If parents cannot be contacted students will not participate in recess.
2. Second failure to wear the required uniform: the student will change his/her card and will be sent to the office where his/her parents will be contacted. In addition, the student will receive one day of detention.
3. In the event of a third failure to wear the required uniform: the student will change his/her card and will be sent to the office where his/her parents will be contacted. Additionally, students will be assigned two days of detention.
4. Repeated failure to comply will result in more severe consequences.

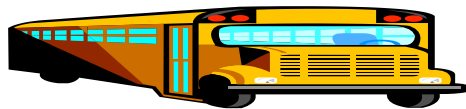
We would like to thank you in advance for your continued support in implementing Lantrip's dress code. Last year we had a tremendous response and know that this year we will be equally successful.

SCHOOL ENVIRONMENT AND SAFETY PROCEDURES

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



- Our school circle drive will be used as drive through only from 7:15 a.m.-8:15 a.m. and again from 2:30 p.m.-3:15 p.m. to drop off and pick-up children.
- Parking is not allowed in the circle drive during drop off and pick-up time.
- Private school buses are authorized to use the bus circle drive nearest the cafeteria for dropping off or picking up students only.
- The loading dock nearest the cafeteria/kitchen area must remain clear at all times. This serves as an emergency exit during school hours.
- Because the safety of our children is one of our main concerns, failure to observe any and all safety procedures may result in a traffic citation being issued by city officials.



EARLY DISMISSAL DATES

Early Dismissal time will be at 12:45 on six designated dates.

September 24, 2008

October 29, 2008

November 19, 2008

January 28, 2008

February 18, 2008

May 28, 2008

STREET CROSSING

H.I.S.D. places crossing guards at the intersections of Polk and Sidney and at Telephone and McKinney from 7:15 a.m.-8:15 a.m. and from 2:30 p.m.-3:30 p.m. to supervise our children. In addition, student patrols assist children at designated crossings. Children who wish to cross the street must cross at the supervised areas. No children should cross the street in the middle of the block.



SAFETY PATROLS

Being a safety patrol is a privilege to those students selected to serve. Please show them proper respect and answer their questions appropriately. If a patrol is not performing his/her duties please report this to a patrol officer or the patrol supervisor.

LANTRIP P.T.O.



The Lantrip Parent Teacher Association invites mom, dads, and all other concerned persons to become active members. Through participation in PTO projects, funds are provided for the school enrichment programs. Of greater value and satisfaction are the friendships fostered through PTO participation in school endeavors. It means a great deal for your children to see their parents involved in their school and its activities, so please join.

PARENTAL INVOLVEMENT

Lantrip Elementary's School improvement plan now states that our parents will volunteer nine hours per year at our school. This was initiated and mutually agreed upon by the P.T.O. You may fulfill this commitment in the following ways:

- * Attend a field trip
- * Read to a class
- * Work in the library
- * Donations (classroom)
- * After school sales
- * Nurse's office assistance
- * Helping with classroom events/parties
- * Attend PTO or other parent meetings
- * Work in the office
- * Cafeteria assistance
- * Help in the garden
- * Tutor a student
- * Help teachers with clerical work in your home

Each teacher will have a parent involvement folder housed in their classroom for them to document your volunteer hours. Our staff will inform you of your accumulated hours each report card period. Keep in mind that this commitment is only one hour per month or nine hours per year. Thanks for continuing to make your child's education a priority in your life.

DISCIPLINE

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

SCHOOL RULES

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

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

CAFETERIA RULES

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



CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

At Lantrip we have established a school-wide discipline plan as follows:

Each teacher should make a color-coded tag for each student.

Green-Excellent Orange-Good Yellow-Fair
Red-Poor Purple-Unsatisfactory

<u>Infraction</u>	<u>Action/Change</u>	<u>Consequences</u>
1 st offense	Orange	Warning: lose 10 min. of recess
2 nd offense	Orange	No recess
3 rd offense	Yellow	Note or call to parents
4 th offense	Red	Stay after school
5 th offense	Purple	Send to principal, assistant principal or magnet coordinator.

When the student is at the purple level and is sent to the office the following action may be taken:

- Give a warning to the student.
- Call the parent and request a conference.
- Assign the student to after school detention.
- Provide some type of in-house suspension.
- Suspension.
- If students are to be kept after school for any reason, the parents will be notified in advance.
- District policy does not allow any form of corporal punishment. Corporal punishment is defined as any physical contact with the child that could possibly be constructed as punishment.

ASSISTANCE/ROLES

School/District Assistance

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

Family Role

To help your child meet promotion standards:

- Ask your child daily about what he/she did in school.
- Ask about and follow homework study plans.
- Plan family learning activities that will reinforce your child's learning.
- Make and use oral or written contracts with your child and his/her teachers.
- Participate in school events so that your child knows you think the school is important.
- Attend teacher/parent conferences regularly.
- Ask the school for TAAS Parent Study Guides and use them at home.
- Be sure that children are in school every day for the full day.
- Make doctor and dentist appointments during non-school hours.
- Read with your child for at least 15 minutes every night.

Student Role

To meet promotion standards, students should:

- Follow homework study plans.
- Attend school regularly and be on time.
- Bring supplies to class.
- Get organized!
 - Write down assignments in a notebook.
 - Set aside homework time each day.
 - Create a special place at home to put their school materials for the next day.
- Ask questions when they don't understand what they are being taught.
- Respect themselves, other students, and school authorities.
- Attend after-school/Saturday tutorials if available.
- Ask their teachers for extra help when they need it.