

# **La Porte Independent School District**

## **La Porte Elementary**

**2021 - 2022  
Student Handbook**



**Our vision is to develop  
tolerant and resilient learners.**

# **Student Handbook 2021-2022**

# **La Porte Elementary**

**Physical Address**  
725 S. Broadway  
La Porte, Texas 77571  
PH: 281-604-4700  
FAX: 281-604-4787

**Mailing Address**  
1002 San Jacinto  
La Porte, Texas 77571

**Linda Hyde**  
Principal

**Gennifer Shuler**  
Principal's Secretary

**Diana Horelka**  
Counselor

**Karen Lawley**  
Assistant Principal

**Rebecca Guerrero**  
Registrar/Attendance

**Kristy Hanks**  
Nurse

The **Mission of La Porte Elementary** is to educate all students in a safe, supportive, and challenging environment where they can learn to be citizens of a culturally diverse society.

**LA PORTE**  
INDEPENDENT SCHOOL DISTRICT

## 2021 - 2022 INSTRUCTIONAL CALENDAR

### Important Dates

Aug. 17	First Day of Instruction – 9th Grade
Aug. 18	First Day of Instruction – PreK-8th, 10-12th Grades
May 26	Last Day of Instruction
May 26	Graduation - The La Porte ISD Academy at Viola DeWalt High School
May 27	Graduation – La Porte High School
Feb. 21	Inclement Weather Day
Apr. 15	Inclement Weather Day

### Student Holidays

Sept. 6	Labor Day
Oct. 11	Columbus Day
Nov. 2	Election Day
Nov. 22 – 26	Thanksgiving Break
Dec. 20 – Jan. 4	Winter Break
Jan. 17	Martin Luther King, Jr. Day
Feb. 21	President's Day
Mar. 14 – 18	Spring Break
Apr. 15	Easter Break

### State Assessment Dates

Dec. 7 – 10	Eng. I & II, Alg. I, U.S. History, Bio. ECO Retest
Apr. 5 – 8	Grades 4, 5, 7, 8 STAAR, Eng. I & II EOC
May 3 – 6	Alg. I, U.S. History, Bio. EOC
May 10 – 13	Grades 3 – 8 STAAR
Jun. 21 – 24	Grades 5 & 8 ELA/Math Retest, Eng. I & II, Alg 1, U.S. History, Bio. EOC Retest

### Campus Schedules

#### High Schools

7:00 AM	- First Bell
7:10 AM	- Tardy Bell
2:35 PM	- School Day Ends Early Dismissal 7:00 AM - 10:30 AM
Junior Highs/James H. Baker Sixth Grade Campus	
8:25 AM	- First Bell
8:30 AM	- Tardy Bell
4:00 PM	- School Day Ends Early Dismissal - 8:25 AM - 12:10 PM

#### Elementary Schools

7:40 AM	- First Bell
7:50 AM	- Tardy Bell
3:15 PM	- School Day Ends Early Dismissal - 7:40 AM - 11:20 AM

### Student Days

Total Number of Student Days 174

### July 2021

S	M	T	W	T	F	S
				1	2	3
H	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

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

### October 2021

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

### November 2021

S	M	T	W	T	F	S
[1	H	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	H	H	H	H	H	27
28	29	30				

### December 2021

S	M	T	W	T	F	S
				1	2	3
6	E	8	9	10	11	12
13	H	H	H	H	H	19
20	(21)	22	23	24	25	26
27	28	29	30	31		

### January 2022

S	M	T	W	T	F	S
				1		
2	H	H	([5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	E					

### February 2022

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

### March 2022

S	M	T	W	T	F	S
			1	2	3	4
6	E	8	9	10	11	12
13	H	H	H	H	H	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	T	T	T	T	9
10	[11	12	13	E	H*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May 2022

S	M	T	W	T	F	S
1	2	T	T	T	T	7
8	9	T	T	T	T	14
15	16	17	18	19	20	21
22	23	24	25	(E)	27	28
29	H	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	T	T	T	T	25
26	27	28	29	30		

○ First & Last Day of Instruction

|| Secondary Grading Period

( ) Elementary Grading Period

T State Assessment Dates

H Holiday

\* Inclement Weather Make-up Day

E Early Dismissal



# **La Porte ISD Contacts**

<b>Linda Hyde, Principal</b>		<b>281-604-4700</b>
<b>Karen Lawley, Assistant Principal</b>		<b>281-604-4700</b>
<b>Diana Horelka, Counselor</b>		<b>281-604-4764</b>
<b>Main Contact Number for LPISD</b>		<b>281-604-7000</b>
<b>Communications Office for LPISD</b>		<b>281-604-7001</b>
Superintendent	Dr. Walter Jackson	281-604-7015
Deputy Superintendent	Dr. Linda Wadleigh	281-604-7024
Deputy Superintendent	Mike Clausen	281-604-7072
Chief Financial Officer	Rhonda Cumbie	281-604-7045
Executive Director, Elementary Education	Jewel Whitfield	281-604-7027
Executive Director, Secondary Education	Danette Tilley	281-604-7039
Executive Director, Special Programs	Cynthia Anderson	281-604-7034
Executive Director, Human Resources	Angela Garza-Viator	281-604-7110
Executive Director, Teaching and Professional Learning	Julie Abram	281-604-7060
Managing Director, Technology	Eddie Hill	281-604-7146
Director, Communications and Community Relations	Adam Holland	281-604-7001
Director, Federal and State Programs	Jennifer Green	281-604-7033
Director; Human Resources	Paula Jackson	281-604-7107
Director, Maintenance, Operations & Transportation	Corey Marlar	281-604-7171
Director, Parent Assistance & Engagement	Todd Schoppe	281-604-7083
Director; Performing & Visual Arts	Matt Burke	281-604-7040
Director; School Nutrition	Yvonne Bennett	281-604-6950
Director; Special Programs	Jennifer Upshaw	281-604-7029

Many questions can be answered using the following:

# CAMPUS HANDBOOK

The purpose of this section of the student handbook is to provide parents with a clear understanding of policies and procedures at La Porte Elementary. It is the goal of the La Porte staff to ensure that every student, parent and visitor feel welcome and appreciated at La Porte Elementary.



## **Arrival and Dismissal Procedures**

All car riders will be dropped off in the front circular driveway located on South Broadway. The large driveway in front of the gym is reserved for buses and daycare.

The following areas are designated for afternoon dismissal:

- **Car Riders:** Prekindergarten and Kindergarten pick-up is located on Avenue G.
- **Car Riders:** 1<sup>st</sup> - 5<sup>th</sup> grade pick-up is located in the front of the school on S. Broadway (circle driveway).
- **All Bus/Daycare Riders:** Pick-up is located in the large driveway in front of the gym on S. Broadway.
- **Walkers/Bike Riders:** Escorted to designated areas (basketball court, library or San Jacinto crossing)

### **Student Arrival 7:15 – 7:50 am**

Students should not arrive on campus before 7:15 am as school staff members are not on duty to supervise students before this time.

### **Student Dismissal 3:15 pm**

Changes in regular transportation should be made in advance by notifying the student's teacher in writing at the beginning of the school day. If an emergency arises and there is a need to notify the student of a change in his/her transportation during the school day, the office must be notified by 2:30 pm. This will ensure that the message is given to the student's teacher.

### **Car Rider Procedures**

When picking up students, parents/guardians must remain in their vehicles at all times. The designated La Porte Elementary student car rider identification card should be displayed prominently from the rearview mirror. Students will not be placed in a vehicle that does not have a student car rider identification card posted. A teacher on duty will walk each student to the appropriately identified automobile.

Parents/guardians without the student car rider identification card must report to the office to check out the student. In order for the office to release the student, photo ID will be required.

The doors will be closed when there are no cars in the car rider lane (approximately 3:25 pm). If a child is not picked up, they will be taken to the front office to wait for their parent. Please be aware that teachers and staff have meetings on and off campus on most days and we cannot wait for parents in the car rider lane. Please be cognizant that the front office staff have many afternoon duties that they must take care of, so please pick up your students on time.

### **Bus Rider Procedures**

The students should remain seated while on the bus. All school rules and behavior expectations apply while the students are in the care of the LPISD Transportation Department. The bus driver is authorized to give safety violations to the school for bus rule violations. If unsafe behavior persists, students may receive consequences, including suspension of bus privileges. Student Identification Badges are required for bus access.

### **Walker/Bicycle Rider Procedures**

Students who walk or ride a bicycle to and from school west of Broadway will be escorted to the crossing area across from the library. The crossing guard will cross the students across S. Broadway. The students are not supervised by school personnel after they cross the street.

Students who walk or ride a bicycle to and from school east of Broadway will be escorted to the San Jacinto crossing area behind the track area. The crossing guard will cross the students across San Jacinto. The students are not supervised by school personnel after they cross the street.

For the safety of your child, students in PK – 1<sup>st</sup> grade are not permitted to walk to the library crossing or the San Jacinto crossing unless they are accompanied by an older sibling. They may walk to the Basketball Court area where they are to be met by a parent/guardian.

Students who walk home with a parent/guardian will be escorted to the basketball court area where they will be released to their parent/guardian. Walkers/Bikers will not be released in the event of lightning or severe weather, until the weather improves. If needed, parents will be contacted to pick up their walker/biker in the front office.

### **Attendance and Tardy Policy**

Attendance is vital to our students' overall academic success. Students are expected to be present and in their classroom on time each school day. Parents have the duty to monitor their student's attendance and require their student to attend school. After three UNEXCUSED absences, a warning letter is sent home. After six UNEXCUSED absences another warning letter is sent home and an Attendance Contract is expected to be signed by the parent.

Parents must submit a written excuse note to the office within 3 days of any absence. The excuse note must contain the student's name, date(s) of absence, reason for the absence and parent signature. Failure to submit an excuse note to the office for absences will make the absences count as unexcused, which could result in legal action against the parents and failure for the student. The LPISD Attendance Officer may investigate any absence. The student database automatically informs the attendance officer of excessive absences and tardies. Absences may be reviewed by the school attendance committee in determining whether or not to grant a student credit for the school year in which the student failed to meet the attendance requirement, but who otherwise met all other academic requirements for passing.

If a student arrives at school after 9:30 am, he/she will be reported as absent. Students with medical or dental appointments in the morning should bring a "Return to School" slip from the doctor or dentist when they return to school. In such cases, the student will not be considered absent.

If you know your child will be absent, please contact the office prior to 7:40 am.

### **Excused Absences**

The only acceptable excuses for tardiness and absences are:

- Personal Illness
- Medical, dental, or psychological appointments
- Illness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal
- Observance of religious holy days
- Health services provided to Medicare-eligible students
- School sponsored activities (No parent note required)
- LPISD bus break downs (No parent note required)
- Suspensions (No parent note required)



## **Unexcused Absences**

A student is considered to have unexcused absences if he/she does not present a written excuse within **three days** with one of the reasons stated above or is away from school participating in an activity not approved by the district as excusable. **Vacations taken during non-specified school holidays are generally considered as unexcused.** The final decision rests with the building principal.

## **Early Out**

**The school day ends at 3:15 pm.** Checking students out of school prior to the end of the school day should be reserved for doctor's appointments and family emergencies. Students may not be checked out after 3:00. If a student is leaving for a doctor's appointment, please send a note when they return.

## **Tardy Policy**

The school day is from 7:40 am – 3:15 pm. When a student arrives to the campus later than 7:50 am, they are considered tardy. Students will report to the office for a tardy slip and then proceed to class. A parent or guardian must escort their student inside of the building if the student arrives after 7:50 am.

Parents/guardians will be contacted by telephone if their child does not report to campus by 8:00 am. This pre-attendance procedure is used to ensure the safety of our students, as well as to encourage on-time attendance.

Although we understand that occasionally traffic, weather or oversleeping may cause a student to be late, persistent tardiness is unacceptable.

### **La Porte ISD Administrative Guidelines – Tardy Management**

Students who enter arrive to the building after 7:50 am will receive the following consequences (per 9 weeks).

- 1st Tardy: Verbal warning
- 2nd Tardy: Parent Contact
- 3rd Tardy: Warning Letter
- 4th Tardy: Lunch Detention
- 5th Tardy: Mandatory Parent Conference with school administrator. ***Failure to complete a parent conference will result in daily lunch detention until the conference has occurred.***
- 6th Tardy: Lunch Detention

***Each additional tardy that occurs during the 9 weeks grading period will result in lunch detention.***

The District regrets the possibility of imposing disciplinary consequences on elementary students; however, these consequences are intended to encourage parent involvement and compliance with district tardy policies.

## **Birthdays**

Birthdays are celebrated at La Porte Elementary by recognizing the student during the morning announcements and presenting them with a gift of a birthday pencil and a coupon to a local restaurant. No birthday treats will be accepted.

For birthday parties outside of the school day, invitations must be distributed to the entire class. Individual invitations will not be able to be distributed. Student addresses or telephone numbers are not available.

## **Breakfast**

La Porte Elementary will participate in the Breakfast in the Classroom program. Breakfast will be served in the classroom before the school day begins and will lead directly into the instructional day. Parents will not be able to eat breakfast with their students. However, they are welcome to join their student for lunch on their designated day. An informational sheet from the LPISD Nutrition Department will be provided at the beginning of the school year to explain the details of the program.

## **Bullying**

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

The district has adopted policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

A student may anonymously report an alleged incident of bullying by placing a written report in the secured campus box located outside the counselor's office. Only campus administration and the school counselor will have access to the secured reporting box.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

## **Checks Written for Meals, Fundraisers, or Fees**

The check writer's driver's license number must be included on any check written for cafeteria payment, fundraisers, field trips, school pictures and fees.

## **Class Parties**

The students will have two class parties. The Christmas/Winter Celebration (December) and the End of the Year Celebration (May) will be coordinated by the classroom teacher.

## **Clubs & Organizations**

La Porte offers a variety of extracurricular opportunities for students. Clubs and organizations meet before and after school. Parents are responsible for providing transportation. For all organizations, students are expected to comply with the LPISD Student Code of Conduct and maintain passing grades for each nine-week grading period. Information and permission slips will be sent home with the students.

## **Communication**

As a campus, we strive to provide an open line of communication with parents and community members. With regard to specific needs for your child, the teacher is the best person to contact. Please be advised that teachers are unable to respond to most classroom phone calls and emails during the instructional day. Teachers will make every effort to respond to messages during their conference period or after school. If an emergency arises regarding your child, such as a change in transportation, our office is always available to assist you.

La Porte Elementary offers multiple means of communication in order for parents and the community to be informed of campus activities and events. Please remember, times and dates for events are subject to change. Updates can be found by using the following forms of communication:

- **District/La Porte Elementary Website:** Log onto [www.lpisd.org](http://www.lpisd.org) for current district information and <https://lpe.lpisd.org/> for current campus information.
- **Monthly Campus Newsletter/Calendar:** The newsletter and calendar provides information for parents, including the campus events for the months.
- **La Porte Elementary Marquee:** The marquee is located in the front of our school building and is updated with upcoming events on a regular basis.
- **Campus/District Call-Out System:** LPISD and La Porte Elementary have the capability to call parents/guardians primary contact numbers to communicate messages to families. Please notify the office of any phone contact number changes as they occur.
- **Email/Text Reminders:** Teachers will send communication through email and text reminder platforms such as the Remind App. Please make sure we have your current email address.
- **The Bay Area Observer:** La Porte Elementary events, such as the Leopard of the Month, are sometimes featured in our community newspaper.

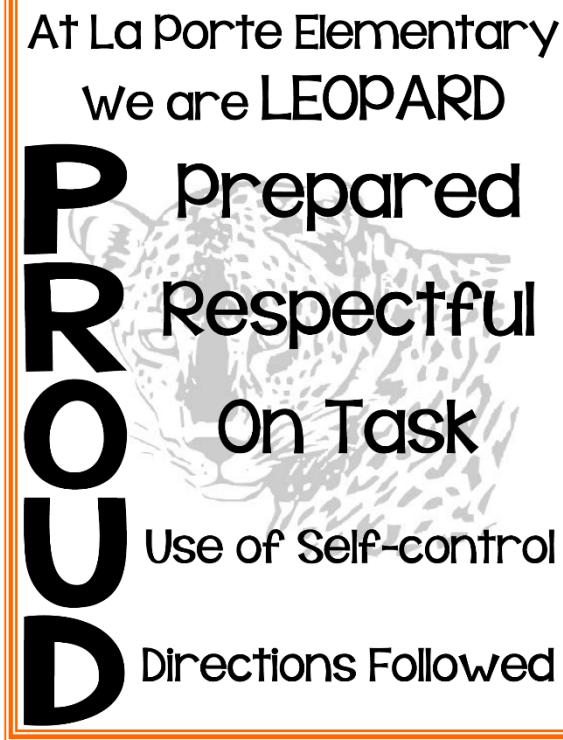


## **Counseling Services**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should request an appointment with the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. The counselor, Ms. Horelka, may be contacted at 281-604-4764.

## **Discipline – Character Education and Discipline Procedures**

La Porte Elementary follows the La Porte ISD Student Code of Conduct. Our goal is to create a warm and supportive, but structured and orderly school environment that promotes learning. Our philosophy is that all students have the right to receive a quality education at La Porte Elementary. We believe that all students can behave appropriately in the classroom and all other areas of the school. It is the expectation that all children will respect the rights of students to learn and teachers to teach. In order to create the optimal learning climate for your child and all students in our school, we are utilizing the following campus-wide discipline plan:



### **CONSEQUENCES**

What happens if you cannot follow the expectations?

1. Verbal Warning
2. 5 Minute Loss of Privileges
3. 10 Minute Loss of Privileges
4. Parent Contact By Teacher
5. Office Referral

Severe disruption will result in immediate consequences.

## **Positive Behavior Supports**

Our goal is to teach positive and appropriate behaviors in the school setting. Often, negative behaviors can be reduced through the use of positive behavior supports. All staff will provide students with a variety of positive behavior supports, including, but not limited to, individual coupons, class rewards, Positive Behavior Referrals, PROUD cards, etc. as appropriate.

## **Dress Code – District Student Dress Code Guidelines of all PK – 5<sup>th</sup> Grade Students**

The La Porte ISD Elementary Dress Code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- **Clothing Basics:**
  - Clean, non-distracting, non-see through, appropriate fit and in good repair
  - All students must wear appropriate under garments
  - The following are prohibited on clothing:
    - Lewd, offensive, vulgar, or obscene signs or gestures
    - Tobacco products, alcoholic beverages, drugs, weapons, speech or graphics reasonably likely to incite violence, satanic symbols, skulls, crossbones, blood, or death
    - Evidence of membership or affiliation in any gang, unauthorized club or organization
- **Accessories:**
  - Backpacks, satchels and briefcases must be clear, transparent or mesh
  - Personal bags including purses, hip bags, cross-bodies in excess of 8" x 10" shall be prohibited
  - Personal or school-issued equipment bags such as, but not limited to athletic equipment bags, musical instruments, art portfolios are to be stored in designated areas. These designated areas include athletic locker rooms, fine arts facilities and other areas as specified by campus administration.
  - Lunch kits in excess of 9" x 10" shall be stored in a designated area specified by campus administration
  - No chains (i.e. billfold chains and chains on pants)
  - No sunglasses, hats, bandanas, gloves or head/hand coverings indoors
  - Pierced jewelry should not distract from the learning environment
  - Tattoos and other drawings on the skin must be covered
  - Leggings/tights/yoga pants must be worn under skirts, shirts/tops, and dresses that are mid-thigh length or longer
- **Slacks/Jeans/Pants/Shorts:**
  - Any color (designs included) that does not violate the clothing basics
  - Appropriately sized and worn at the natural waistline
  - No holes, tears, or rips in pants, including those purchased with fashion tears that expose skin
  - Shorts must be mid-thigh length or longer
- **Dresses/Jumpers/Skirts/Skorts:**
  - Any color (designs included)
  - Must be mid-thigh length or longer
  - Dresses
    - Collars not required
    - No strapless, backless, or spaghetti straps
    - Shoulder straps must be shoulder width
- **Shirts:**
  - Any color or pattern that does not violate clothing basics
  - Low cut, sheer or revealing tops are not permitted
  - Shirts must not expose undergarments or bare the midriff
- **Shoes/Socks:**
  - Any color
  - Closed toe and heel (no sandals, flip-flops, Crocs, cleats or skate shoes)
  - Rubber soles
  - Worn at all times
- **Coats/Hoodies/Sweaters/Jackets/Vests/Sweatshirts:**
  - Any color or design that does not violate clothing basics
  - May not be used to cover garments that would otherwise be a dress code violation
  - Full-length or oversized outerwear apparel, such as those commonly referred to as trench coats, dusters and like garments, are prohibited
  - Hoods may not be worn inside the building at any time.
- **Hair:**
  - Clean, neatly groomed, and non-distracting
- **Other:**
  - No make up

*Any form of dress or appearance determined by the principal to be disruptive to the learning environment will be prohibited.*

- Violation Actions
  - 1st Offense: Clothing replacement with notice home
  - 2nd Offense: Clothing replacement with notice home and lunch detention
  - 3rd Offense: Clothing replacement with notice home, lunch detention and parent conference

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **Field Trips**

The school is committed to the belief that learning extends beyond the walls of the classroom. Therefore, field trips are a regular part of our school program. Each carefully planned experience is used as an introduction, extension, and/or culmination of a learning unit. All students are expected to participate in local field trips.

For any field trip, permission slips will be sent home. No student will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip and all monies due must be returned to the teacher no later than one day prior to the scheduled trip. Telephone confirmations will not be accepted.

We reserve the right to deny a child's participation in a field trip or co-curricular activities if his/her conduct at school does not merit this privilege. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary.

## **Grades**

- **PreKindergarten:** Students will be evaluated based on the Pre-K standards and the Circle Progress Monitoring tool. Parents are encouraged to contact the Pre-K teacher(s) if questions arise. Students will receive a report card 3 times a year, beginning, middle and end.
- **Kindergarten:** Students will be evaluated based on the Kindergarten TEKS and the Texas Kindergarten Entry Assessment. Parents are encouraged to contact the Kindergarten teacher(s) if questions arise. Students will receive a report card 3 times a year, beginning, middle and end.
- **1<sup>st</sup> - 5<sup>th</sup> Grade:** Grades for students in 1<sup>st</sup> - 5<sup>th</sup> grade are reported based on a nine week grading period. The teacher will provide a written progress report for each student every 4 ½ weeks. Weekly progress reports shall be issued for all students with a grade of 74 or lower in any core subject area. Parents are encouraged to contact the teacher if concerns with academic progress arise.

Parents are also encouraged to set up an account through the LPISD Home Access Center. This portal allows parents immediate access to their student's grade and attendance information. Teachers will post student grades regularly, providing parents with a current assessment of academic performance.

## **ID Badges**

The district provides each student with an identification badge that must be worn at all times. This badge is encrypted with student identification information. If the student should lose the badge, a new one must be purchased for \$5.00. Campus administration can elect to take disciplinary action for failure to wear the ID badge, following LPISD District Code of Conduct.

## **Lunch**

In an effort to maintain a safe and secure learning environment, parents/guardians will not be allowed to deliver any outside food during the instructional day, to include lunches or snacks. Drinks will be allowed in the student's lunch kit, to be consumed during the lunch period.

Water fountains are closed. However, water bottle fillers are located throughout the campus. Therefore, please send your child to school daily with a personal clear water bottles or container with a lid.

In the event that the student has left his/her lunch at home, sack lunches and lunch kits may be delivered by 9:00 a.m. to the front office.

To protect the health and safety of students and practice social distance guidelines, parents are not permitted to eat lunch with their student during the 2021-2022 school year.

## **Meals**

At La Porte Elementary, students will eat breakfast in the classroom and lunch in the cafeteria. La Porte ISD will offer free meals to all students regardless of economic status. The United States Department of Agriculture (USDA) issued nationwide waivers to allow LPISD to offer this benefit for the 2021-22 school year.

Although breakfast and lunch are free to all students, a la carte and snack items are still available for purchase.

Funds may be deposited into student accounts via cash or check at the school cafeteria. Make checks payable to LPISD School Nutrition. Checks must include a driver's license number written on the front along with the student's name and ID number written on the memo line. Parents may prepay online with a credit card or debit card and manage their student's account at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents will be able to view purchases and balances and set up low balance email alerts. There is a nominal fee for making deposits through this service. Parents will need the student ID number and student name as it appears in the computer system to register with [www.myschoolbucks.com](http://www.myschoolbucks.com) online service

At lunch, students are to sit in their assigned area and are expected to use appropriate table manners. Only one trip will be allowed through the line. Students will raise their hand if they forget utensils/condiments as no one will be permitted out of their seats without permission. Mealtime is a time for students to enjoy each other's company, using indoor voices.

## **Parent-Teacher Organization**

One of the goals of La Porte Elementary and LPISD is to encourage parent and community support. Volunteering with the students and teachers on our campus is strongly encouraged. There are many opportunities throughout our school to make a positive impact on our students and teachers. Our plan is for the LPE PTO to serve the La Porte Elementary campus in multiple capacities. All parents are encouraged to join the PTO and to take an active role in helping to support our students and staff.

## **STAR Students**

La Porte Elementary is proud to have the STAR student (Students Taking an Active Role) program. Fourth and Fifth Grade Students are given an opportunity to apply for a Star Job on the campus at the beginning of the fall and spring semesters through the Counselor's Office. The jobs vary including grounds crew, office assistant, classroom assistant, library assistant, and lunchroom assistants. All jobs will be applied for at the beginning of the first and second semesters through the Counselor's office. Once a student secures a Star Job, they must comply with the LPISD Student Code of Conduct, maintain passing grades and reach their reading goals for each nine-week grading period. Students who no longer qualify, due to grades or conduct may reapply for a STAR Job in the spring semester.

## **Student Awards/Incentives**

Students have an opportunity to receive awards and recognitions. These include, but are not limited to:

1. **“PROUD Card” Recognition:** Students are recognized weekly for exhibiting PROUD behavior at school.
2. **Student Birthdays:** Student birthdays are announced daily during the morning announcement. Summer birthdays are announced in the last month of the school year.
3. **Leopard of the Month:** Selected students will be recognized at a monthly celebration based on their homeroom teacher’s recommendation for their outstanding performance based on the character education theme of the month. Parents will be invited to attend this event.
4. **Star Job Helper:** Fourth and Fifth Grade Students who have successfully completed the semester as a Star Job Helper will be recognized at each award’s ceremony and awarded with a special event.
5. **Reading Celebration:** Each student who meets their grade level reading requirements each nine weeks will participate in a variety of reward celebrations. There will also be a separate All Year celebration for those students who meet their reading goal for all 4 of the 9 week grading periods.
6. **“Spot On” Excellence Award:** Students with 0 conduct marks will be recognized each 9 weeks for their excellent conduct.
7. **Academic Achievement Awards:** Throughout the year and at each award’s ceremony, students are recognized for outstanding academic achievement in various core subject areas in their classrooms
8. **“A” Honor Roll and “A-B” Honor Roll:** 1st – 5th grade students are recognized for having all “A’s” or “A’s and B’s” for the nine-week grading period.
9. **La Porte Optimist Club Good Citizenship Award:** A male and female Fifth Grade student is recognized by the La Porte Optimist Club for their overall outstanding citizenship at the end of the school year
10. **Presidential Gold/Silver Academic Award:** Fifth Grade students who have met the criteria set by the United States Secretary of Education will receive this award at the end of the school year.

## **Student Information**

It is important that the school be able to contact the parent or guardian at all times. Parents of returning students are asked to register their child online. From time to time, telephone numbers, parent email or employment information may change. Please notify the office and your child’s teacher of any changes.

## **Study Hall**

Study hall time is an opportunity for teachers to work with students who need extra assistance. In addition, it is a time for students to complete unfinished homework, class work, reading or other activities assigned by the teacher(s). Study hall times will be designated during the school day by classroom teachers according to their needs.

## **Teacher and Building Schedules**

Lunch and teacher schedules will be sent home with your child during the first week of school. Updated schedules will be communicated when possible. However, please note that there may be times when the school or class schedules need to be unexpectedly altered, due to special events or unforeseen circumstances.

## **Toys and Electronics**

Personal toys and electronics should not be used by students during the school day without prior approval from the classroom teacher. Personal toys/electronic used without prior approval will be confiscated and parents will be required to pick them up from the office.

## **VISITORS**

Campuses are encouraged to utilize virtual meetings to engage families. All visitors who enter the building are encouraged to wear a mask while on campus. To protect the health and safety of students and practice social distance guidelines, parents are not permitted to eat lunch with their student during the 2021-2022 school year.

**Thank you for working in cooperation with us to promote the success of your child!**