

Scholar & Parent Handbook

2025-2026

Lockhart Elementary School
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Houston, TX 77004

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www.houstonisd.org/lockhartes

Cameshia Emerson, Principal

Patrece Baker, Principal Apprentice

Whitney Bruns, Assistant Principal

This handbook is designed to familiarize parents and scholars with the policies, people, and programs at Lockhart Elementary School. Please take time to thoroughly read the material and discuss it with your child. We hope that you will keep it in a convenient place and use it as a reference when questions arise. If you have questions which are not answered in this booklet, feel free to call the school office at 713-942-1950 for further information.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Lucian L. Lockhart Elementary Scholar/Parent Handbook Table of Contents

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HOUSTON INDEPENDENT SCHOOL DISTRICT

2025-2026 YEARLY CALENDAR

JUNE • 2025

4.....Last day for students
 5.....Staff PD Day (no classes)
 10.....Staff PD Day (no classes)
 11-30 ..5th Quarter
19.....Juneteenth

JULY • 2025

1-185th Quarter
 3.....Recess (no classes)
4.....Independence Day
 21-31 ..School Leaders' Induction
 and Preparation

AUGUST • 2025

1-11All Staff Induction
 and Preparation
 12.....First Day for Students

SEPTEMBER • 2025

1.....Labor Day
 2.....Staff PD Day (no classes)

OCTOBER • 2025

2.....Staff PD Day (no classes)
 3.....Recess (no classes)

NOVEMBER • 2025

7.....Staff PD Day (no classes)
 24-28 ..Recess (no classes)
27.....Thanksgiving Day

DECEMBER • 2025

22-31 ..Recess (no classes)

JANUARY • 2026

1.....New Year's Day
 2.....Recess (no classes)
 5.....Staff PD Day (no classes)
19.....MLK Jr. Day

FEBRUARY • 2026

13.....Staff PD Day (no classes)
16.....Presidents' Day

MARCH • 2026

9-13Recess (no classes)
30.....Chavez-Huerta Day
observed

APRIL • 2026

3.....Recess (no classes)

MAY • 2026

25.....Memorial Day

JUNE • 2026

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

JULY • 2026

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

JUNE 2025						
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 FIRST DAY OF SCHOOL AUGUST 12, 2025	LAST DAY FOR STUDENTS JUNE 4, 2026	LAST DAY FOR TEACHERS JUNE 5, 2026
<ul style="list-style-type: none"> ■ Holiday (no classes) ■ Recess (no classes) ■ Staff PD (no classes) ■ 5th Quarter ○ School Leaders' Induction and Preparation ○ All Staff Induction and Preparation 	GRADING CYCLES Aug. 12 - Sep. 19 Sep. 22 - Oct. 31 Nov. 3 - Dec. 19 Jan. 6 - Feb. 20 Feb. 23 - Apr. 17 Apr. 20 - June 4	REPORT CARD Sept. 26 (Friday) Nov. 10 (Monday) Jan. 9 (Friday) Feb. 27 (Friday) Apr. 24 (Friday) June 4 (ES, K8, MS) June 12 HS

Vision

The Lockhart Staff will work collaboratively to ensure that all scholars attain grade level or higher performance levels in reading, writing, mathematics, science, and social studies annually, Pre-Kindergarten through 5th Grade.

Mission

Lockhart Elementary School seeks to become an exemplary learning community school by:

- Maintaining a safe and optimum learning environment,
- Building meaningful relationships,
- Implementing a well-aligned curriculum to meet the academic, cultural, and social needs of scholars from the diverse backgrounds of the community, and
- Promoting high standards and expectations from teachers, administrators, parents and the community.

We challenge ourselves to be better than we think we can be, and advocate for the greater good of our community. Our success in this mission will build lifelong, confident learners, who have the tools necessary for success in a changing world.

HISD Core Values

The infographic features six panels, each with a background image and text. Panel 1: A young girl giving a thumbs up. Panel 2: A teacher in a classroom. Panel 3: A red paper airplane flying over a staircase. Panel 4: A family hugging. Panel 5: A blue background with charts and graphs. Panel 6: The word 'EQUITY' spelled out with wooden blocks on top of stacks of coins. A central banner with the HISD logo and the text 'WE BELIEVE' spans across the middle of the panels.

Core Value #1
All students can learn and reach his or her potential

Core Value #2
Effective teachers make the most difference in student academic performance

Core Value #3
For every child to succeed, we must hold students and ourselves to high expectations

WE BELIEVE

Core Value #4
We value parent engagement and community support

Core Value #5
We rely on clearly defined outcomes to guide our work and to which we hold ourselves accountable

Core Value #6
We value equity and commit to reducing inequities inherent in the education system.



Administrative Staff

Cameshia Emerson, Principal
 Patrece Baker, Principal Apprentice
 Whitney Bruns, Assistant Principal
 Tresa Lyons, Counselor/SEL Coordinator

Special Education Chair

Skyla Williams

Head Start Program

Jennifer George

School Mascot

Lion Cub

School Colors

Navy Blue and Orange

School Office Hours

7:30 am – 4:30 pm

Scholar Routines	Time
Breakfast	7:00 – 7:45 am
Instruction Begins	8:00 am
Tardy Bell <i>(Students are marked tardy after this time)</i>	8:05 am
Attendance Bell <i>(Students are marked absent after this time)</i>	9:15 am
Dismissal Bell (Pre-K – 1 st)	3:00 pm
Dismissal Bell (2 nd – 5 th)	4:00 pm

2025 – 2026 Faculty and Staff Roster

NAME	POSITION	EMAIL ADDRESS
Antonia L. Adams-Batres	Pre-K, Self-Contained	aadamsba@houstonisd.org
Whitney Roper	Pre-K, Self-Contained	Whitney.Roper@houstonisd.org
Nicole Chevalier	Pre-K, Self-Contained	Nicole.Chevalier@houstonisd.org
Keyara Smith	Pre-K, Self-Contained	Keyara.Smith@houstonisd.org
Jennifer George	Head Start Center Administrator	georgej@gccsa.org
Gay Flint	Kinder, Self-Contained	Gay.Flint@houstonisd.org
Cassandra Thomas	Kinder, Self-Contained	cassandra.thomas2@houstonisd.org
Lillian Sims	1 st Grade, ELAR	Lillian.sims@houstonisd.org
Debra Bunton	1 st Grade, Math/Science/SS	dbunton@houstonisd.org
Latoya Alexander	2 nd Grade, ELAR	Lalexan9@houstonisd.org
Pavaffle Duprey	2 nd Grade, Math	Pavaffle.Duprey@houstonisd.org
Alia Hall	3 rd Grade, ELAR/AOT/SOR/SS	Alia.Hall@houstonisd.org
Maya Maybin	3 rd Grade, Math/Science	Maya.Maybin@houstonisd.org
Sheila Archer	4 th Grade, ELAR/AOT/SOR/SS	Sheila.Archer@houstonisd.org
Shelia Ford	4 th Grade, Math/Science	Scelesti@houstonisd.org
Ja’Nisha Tatmon	5 th Grade, ELAR/AOT	JaNisha.Tatmon@houstonisd.org
Shanette Langs	5 th Grade, Math/Science	Shanette.langs@houstonisd.org
John Winston	Special Education, BSC	John.Winston@houstonisd.org
Skyla Williams	Special Education, Dept. Chair/Dyslexia	Skyla.Williams@houstonisd.org
Debora Lindsey	Special Education, Math Resource	Debora.lindsey@houstonisd.org
Brittany Johnson	Special Education, ELAR Resource	Brittany.Johnson@houstonisd.org
Jonshara Demease	Special Education Teacher Apprentice	Jonshara.demease@houstonisd.org
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Neara Ellison	Teaching Asst., SPED	Neara.Ellison@houstonisd.org
Rachel Tadya	Teaching Asst., SPED	Rachel.Tadya@houstonisd.org
Lystra Toyloy	Special Education, SLL	Lystra.Toyloy@houstonisd.org
Crystal Eze	Teaching Asst., SLL	Crystal.Eze@houstonisd.org
Shenette Roberts	Learning Coach/Team Center, ELA	Sroberts13@houstonisd.org
Jailyn Battin	Learning Coach/Team Center, Math	Jailyn.battin@houstonisd.org
Ashley Brown	Teacher Apprentice, ELAR	Ashley.Brown@houstonisd.org
Amani Rice	Teacher Apprentice, Math	Amani.Rice@houstonisd.org
Kevin Bustos	Elective, Technology	kbustos@houstonisd.org
Marques Guillory	Elective, Physical Education (PE)	MGuillo2@houstonisd.org
Lauren Shackelford	Elective, Art	Lauren.Shackelford@houstonisd.org
Tresa Lyons	Counselor	Tlyons@houstonisd.org
Cameshia Emerson	Principal	Cameshia.emerson@houstonisd.org
Patrece Baker	Principal Apprentice	Patrece.Baker@houstonisd.org
Whitney Bruns	Assistant Principal	Whitney.Bruns@houstonisd.org
Deborah Neal	Nurse	Deborah.Neal@houstonisd.org
Nydia Garcia	Office Manager	Nydia.Garcia@houstonisd.org
Linda Houston	Assistant Office Manger	lhouston@houstonisd.org

Petra Vela	Copy Clerk	pvela@houstonisd.org
Arthur Christopher	Crossing Guard	Arthur.Christopher@houstonisd.org
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Reginald Simpson	Crossing Guard	Reginald.Simpson@houstonisd.org
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Andres Zuniga	Plant Operator	Aherrer1@houstonisd.org
LaWanna Garcia	PTO President	Lmlawanna@gmail.com

ATTENDANCE

The HISD Board of Education has established guidelines and policies regarding scholar attendance. The policies are designed to improve scholar attendance and achievement.

In accordance with [Texas Education Code](#) Section 25.092 (Attendance for Credit 90% Rule), a student in any grade level from kindergarten through grade 12 shall not be given credit or final grade for a class unless the student is in attendance 90% of the days in which the class is offered. Scholars who are at least six years of age, or who have been previously enrolled in first grade, and who have not reached their 19th birthday shall attend school for the entire period that the program is offered unless exempted based on HISD FEA Local Policy.

The Texas Compulsory School Attendance Law states that if a scholar is absent from school three (3) days or **parts of days** in a four-week period without parental consent or is absent without an excuse for ten (10) or more days the scholar and the scholar's parent(s) or legal guardian(s) are subject to prosecution under TEC 25.093 and TEC 25.094.

If a student misses ten or more days/parts of days within a six-month period and fails to bring an excuse, the district shall refer the student to truancy court for truant conduct under Family Code 65.003(a). Additionally, all students are required to meet the HISD attendance requirements for promotion. Regardless of a scholar's academic performance or passing grades, **a student will be retained if he or she accumulates more than nine (9) unexcused absences** in accordance with state and district attendance policies. However, failure due to excessive unexcused absences can be appealed to the School Attendance Committee if the absences were due to extenuating circumstances.

Scholars who have excessive absences will have a **'NG' (no grade)** and must be reviewed by the attendance committee and/or successfully complete the summer school program to be promoted to the next grade level.

Scholars who arrive **after 8:05 a.m.** will be marked tardy. Daily attendance is officially recorded **at 9:15 a.m.** Any scholar arriving after this time will be marked absent for the day unless a valid doctor's or dentist's note is submitted upon arrival. Scholars who become ill at school and are sent home will be counted absent if they are checked out before 9:15 a.m. **Scholars who have medical appointments during that time are not counted absent if they return to school with a statement from the medical practitioner.**

Scholars should bring a written excuse to the Attendance Office on the day they return to school. For an absence to be excused, the note must be brought within three (3) school days. Otherwise, the absence is considered unexcused. Any excused case may be investigated by the district attendance specialist assigned to the school. A scholar found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action.

Parents can help their child(ren) and our personnel by sending a note or medical excuse each time a child returns to school after an absence. The note should have the information below:

- Date
- Scholar's first and last name
- Date(s) of absence(s)
- Reason for the absence(s)
- Parent/Guardian signature

***Note:** Please note **only 3 handwritten excuses** will be accepted per year. After the 3rd handwritten note, all absences will be unexcused, unless the absences are excused by a doctor's note.

According to Board Policy, scholar absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel **hazardous** as determined by the National Weather Service (**not just rainy or cold**)

- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

Scholars whose absences are excused, but who fail to make up work within a **designated period of time assigned by the classroom teacher**, will not receive credit for work they have missed. The scholar will receive a zero (0) for whatever work was assigned but not completed within the designated period of time set by the teacher.

Perfect Attendance

Lockhart Elementary School's teachers, staff, parents, and scholars believe that with exceptional attendance and punctuality, our scholars will have the greatest opportunities for achieving academic success from an exemplary teaching and learning environment.

Attendance recognition/awards include:

- A. Daily Attendance Recognition for the class with the highest attendance percentage**
- B. Six-Week Perfect Attendance Recognition (Individual Students)**
- C. End of Year Perfect Attendance Awards Recognition (to receive a perfect attendance award)**
 - All scholars must have perfect attendance for **all six-week** grading periods
 - **No absences** (this includes excused and/or unexcused)
 - ❖ **Reminder: Scholars are counted absent after 9:15 am**

Every scholar has an attendance goal of 98%!! The Lockhart Faculty and Staff would like to express our appreciation to all our parents and scholars for your understanding and efforts towards reaching the goals of exceptional attendance and punctuality.

ARRIVAL

All scholars must be dropped off at the cafeteria entrance on Sauer Street. The cafeteria will open at 6:30 a.m. for scholars in grades 1-5. Scholars in Pre-K and Kindergarten may not be dropped off until 7:30 a.m. Upon arrival students will eat breakfast and wait silently in the cafeteria until they are escorted to class at 7:45 am.

The policy of the Houston Independent School District does not provide for supervision of scholars before or after school hours. The policy reads as follows:

THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF SCHOLARS WHO ARRIVE AT SCHOOL BEFORE THE DESIGNATED TIME BEFORE CLASSES BEGIN IN THE MORNING OR WHO ARE NOT INVOLVED IN A SUPERVISED ACTIVITY AND REMAIN AFTER THE DESIGNATED TIME IN THE AFTERNOON.

The back gate (on Sauer St.) will close at 7:45 a.m. **Please do not allow children to get out of the car on the street.** It is a major safety hazard. After 7:45 a.m., please drive scholars to the circle drive at the front of the school and escort them inside the building to be signed in. Scholars will be marked **tardy** if they are not in class by **8:05 a.m.** Scholars who arrive after **9:15 am** must be **escorted to the front entrance and signed in by a parent/guardian.**

Tardies

Instruction begins promptly at **8:00 am** each day. We have a full schedule, and it is important that scholars are at school on time to receive a full day of instruction. Scholars who are not in their classrooms by **8:05 a.m.** will be counted tardy.

Excused tardies are in the same category as excused absences (see Attendance). Oversleeping, alarm clock, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that scholars arrive on time each day.

Scholars will be allowed one unexcused “tardy” each six-week period. Repeated late arrival can result in loss of privileges including, but not limited to, removal from after school activities (if applicable), extracurricular activities, field trips, parties/celebrations.

Scholars with excessive tardiness and/or absences, who are on Magnet Transfers will be placed on probation with the possibility of removal from Magnet Program.

The following disciplinary actions can be assigned to a child with tardies greater than 5:

- **Parent Conferences**
- **Inability to participate in celebrations**
- **Inability to attend field trips**
- **Inability to participate in extra-curricular activities (sports, cheer, clubs, etc.)**
- **Removal from Magnet Program**
- **Structured Recess (to make up for missed instructional time)**

Note: HISD Code of Student Conduct states: *Unexcused tardies are considered a Level 1 Act of Misconduct.*

Scholars with excessive tardiness and/or absences, who are on Magnet Transfers will be placed on probation with the possibility of removal from Magnet Program.

Please understand that we know your child may sometimes arrive to school late. However, it should not become a daily occurrence. It is very important that you bring your scholar to school on time daily because instruction begins at **8:00 a.m.**

AFTER SCHOOL ACTIVITIES

Parents, please remember that children must be supervised at all times during school events sponsored by the campus or PTO. This includes assemblies, programs, athletic events, and any activities held during, before, or after school hours. For safety reasons, children should not be left unattended at any time. **Parents are required to supervise their children when visiting the campus for all after school events. Students will not be allowed to attend after school events without adult (18 years or older) supervision.**

Additionally, students who are marked absent for the day, including those who arrive after attendance is taken at 9:15 AM, are not permitted to attend any after school events or participate in athletic activities, including practice.

BACKPACKS/PURSES

Scholars may bring traditional backpacks or bags to school to carry books, lunches, and other school items. **Rolling backpacks, rolling suitcases and/or rolling carts are a safety hazard and will not be permitted in halls, walkways, or classrooms. Scholars are not allowed to walk around with backpacks during the school day.** All backpacks and personal belongings must be stored in the scholar’s homeroom cubby for the duration of the day. While small purses may be permitted, if they become a distraction, the scholar may be asked to place the purse in their cubby as well.

BIRTHDAY CELEBRATIONS

To maintain our instructional focus, parents will **not** be allowed to interrupt school time to celebrate birthdays. Please do not bring food, cakes, drinks, etc. to pass out **during the school day** or to celebrate while in class or during lunch. **No party-type activities will take place, including photographs, balloons, gifts, etc., during the school day.** Scholars may wear birthday crowns, pins on clothing, and may pass out treats/treat bags **during the last 5 minutes of the school day** for students to take home. **Parents may choose to bring individually wrapped cupcakes, cookies, or treat bags for scholars to take home at the end of the day.** The individually wrapped items make it easier for students to carry treats home safely and help us keep the classroom clean and organized—this isn’t to make things difficult, but to ensure a smooth, fun, and mess-free experience for everyone. All items must be purchased from a store or business, as HISD does not allow homemade food items to be given to scholars.

BREAKFAST

HISD provides free breakfast for all Lockhart Elementary scholars. Breakfast will only be served in the cafeteria from **7:00 a.m. to 7:45 a.m.** No breakfast will be served after 7:45 a.m., and breakfast is not allowed in the classrooms. Students who arrive after 7:45 a.m. with breakfast from home should finish eating **before entering the building.**

The only exception is for students who arrive late due to a delayed **HISD bus**—these students will still be allowed to receive breakfast upon arrival.

BULLYING

Bullying includes a **single significant act** or **pattern of acts** by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct that:

1. Physically harms a student, damages a student's property, or places a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a school or classroom; or
4. Infringes on the rights of the targeted student at school.

Bullying includes "**cyberbullying**," which includes any bullying done through the use of any electronic communication device, including cameras, social-media applications, internet websites, and any other internet-based communication tool, in addition to more traditional devices, such as phones, e-mail, and instant or text messaging.

Types of Bullying:

- **Verbal Bullying** is saying or writing things and includes:
 - Teasing
 - Name calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social Bullying** involves hurting someone's reputation or relationships and includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical Bullying** includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

All bullying issues should be reported to the classroom teacher *first*. The teacher will then notify the school counselor who will begin an investigation using the following bullying prevention procedures:

1. Receive initial complaint
2. Identify alleged bully(ies) and witnesses
3. Complete a Written Incident Report
4. Start the investigation/interview process
5. Make a decision
6. Notify involved parties and parents
7. Identify and begin the sequence of interventions

BUSES/BUS DROP OFF AND PICK UP

Bus transportation is provided on a limited basis. HISD offers transportation to students who:

- Attend their zoned neighborhood school and live more than two miles away.
- Attend a magnet school — even if it's not their zoned school.
- Have a hazardous walking route to school.
- Qualify under the McKinney-Vento Act, which supports students experiencing homelessness.

To request bus service for your child, please contact HISD's administrative offices at 713-613-3040. Bus stops are those closest to the address on file at the school that is **zoned** to Lockhart Elementary. Scholars must ride the same route to and from school. All buses will pick up and drop off Lockhart scholars at the bus pick up/drop off (circular drive) location on Rosedale Street at the front of the school. **The "bus pick up" area is not for passenger cars.**

Misbehavior on school buses jeopardizes the safety of all riders and will not be tolerated. Scholars who do not obey bus rules will receive the appropriate consequence in accordance with the Houston ISD Board Policy and the Student Code of Conduct. Consequences range from suspension from the bus to termination of transportation services.

CELL PHONES AND ELECTRONIC MEDIA

Maintaining a structured environment is key to achieving our goals. **All cell phones and electronic media (smart watches, gaming devices, etc.) must be powered off and placed inside the scholar's backpack until the scholar LEAVES campus. Such devices are not permitted during school hours including the dismissal process while scholars are still on campus.** Cell phones/electronics should not be inside the scholar's pocket/purse or clipped to their clothing.

Cell phones or electronic devices that ring, alarm, and/or vibrate during the school day, disrupting the instructional environment, will be confiscated. Any phone or electronic device that is visible or heard during the school day, by any staff member, will be confiscated and turned into the Office Manager in the Main Office.

The consequences will be as follows:

- **First Offense:** The phone will be retrieved, sent to the office, and the student may pick it up at the end of the day.
- **Second Offense:** The phone will be retrieved, sent to the office, and the student may pick it up at the end of the following school day.
- **Third Offense and Thereafter:** The phone will be retrieved, sent to the office, and a parent or guardian must pick up the phone. Repeated offenses will require the parent or guardian to have a conference with administrators.

Lockhart will not be responsible for items that are broken, lost, or stolen.

Additionally, during STAAR testing, scholars in grades 3-5 are encouraged to leave their cellphones at home. However, if they bring them to school, they will be collected prior to the assessment, stored, and returned at the end of testing.

CLASSROOM OBSERVATION/VISITATION

Lockhart parents are welcome to observe/visit students in the classroom based on the following guidelines:

1. **If a parent or legal guardian wishes to observe a classroom, they must schedule the visit in advance with the teacher to ensure there are no scheduling conflicts (e.g., lunch, planning time, testing, etc.).**
2. Only one parent/legal guardian is allowed to observe a class at a time to limit the distraction of the instructional process.
3. During observations, parents may **not** interact with the teacher, their child, or any other child to minimize distractions for the teacher and interruptions to the instructional time for scholars.

The purpose of the observation is to gain insight into a scholar's daily behaviors while in class. **Classroom observations are not to exceed 45 minutes.** The principal reserves the right to deny visitations that disrupt the educational process. In addition, the principal or designee may opt to accompany visitors during classroom observations. The frequency of visitations may be limited by the principal or designee.

During classroom observations, parents/guardians are to remain in the designated observation area (classroom) and refrain from visiting other areas of the building or interacting with other students, including their own children. This will aid in maintaining a focused and respectful environment.

COMMUNICATION

(School Messenger, Calendars, ParentSquare, Microsoft Teams, and Twitter)

School Messenger Callouts and Text Messages will update parents on upcoming events. Please make sure an updated phone number is current in the system. It is the parent's responsibility to inform the school if their phone number changes.

School Messenger Email Messages will be used to update parents/guardians on lengthier information and/or share documents, QR codes, etc.

Monthly Calendars will go home with scholars prior to the start of each new month to keep parents abreast of upcoming school events. Calendars will also be available on the campus website.

ParentSquare will be the primary communication method used by all Lockhart teachers. Teachers will send messages regarding behavior, assignments, upcoming events, and monthly newsletters. Please make sure to sign up for an account and check messages daily. Messages exchanged via ParentSquare (**even those left unread**) may be used as proof of communication.

Microsoft Teams may be used to schedule virtual conferences or ARD meetings in the event that a parent is not able to attend an in-person conference/ARD meeting.

Follow Lockhart on **X (Twitter)** @lockhartes for updates, information, and pictures/videos. Visit our **School Website** at <https://www.houstonisd.org/lockhartes> for updated events and information.

COMPUTER/TECHNOLOGY EQUIPMENT

3rd – 5th grade classrooms have a View Sonic, Zoom camera, boom speaker, touch screen laptop, projector, and laptop cart with 24 student laptops and stylus pens. Pre-K – 2nd grade classrooms have a document camera and a Clevertouch board which are connected to the building network and the internet. Laptops/iPads may be assigned to scholars for in-class use.

Scholars in grades K – 5 visit the Apple technology lab weekly. The Technology teacher offers lessons which support and extend classroom instruction. Scholars are introduced to word processing, computer programming, and typing. They utilize software which supports higher-level thinking skills. Scholars are also taught how to interact with technological equipment in an appropriate manner.

If a scholar damages campus technology or removes items (chargers, cords, iPads/laptops, etc.) from the classroom without permission, they will be required to pay a fee for repairs or replacement. Additionally, if a scholar misuses campus technology they may be banned from future use for a period or indefinitely depending on the circumstances and severity.

CONFERENCES

Parent/Teacher conferences are essential for supporting your child's happiness and success at school. We encourage parents/guardians to take full advantage of this opportunity. Please follow these guidelines to ensure a productive and beneficial meeting with your child's teacher.

To arrange for a conference:

1. **Make an appointment** – Call the office at 713-942-1950, write a note to the teacher, leave a message on ParentSquare, or email the teacher to arrange an appointment time (**staff email addresses can be found on page 8 of the Handbook**). **Please do not “drop by” during instructional time expecting to conference with the teacher at the spur of the moment. Drop-in requests for a conference will NOT be accommodated.** Contact your scholar's teacher to schedule a conference before school, during their conference period (varies by grade level and can be found on our school website), or after school. Before and after school conferences are at the discretion of the teacher and may **not** be accommodated.
2. Plan to meet with the teacher(s) in-person or via Microsoft Teams. Teachers can better share work samples, clarify assignments, etc. in person, rather than by telephone. Teachers and/or parents may request that an administrator be present during the meeting.
3. Be “tuned in” to your scholar so you know when to request a conference. **View/Monitor grades via HISD Connect Parent Portal.** You will receive a paper copy of progress reports during the first three weeks of a grading cycle, and one report card for each six-week cycle.

Please follow similar guidelines when requesting an in-person conference with an administrator. Please complete a “Memo to Principal” form with the front desk staff to request a conference. **Please do not “drop by” during instructional time expecting to conference with an administrator at the spur of the moment. Drop-in requests for a conference may NOT be accommodated.**

CROSSING GUARDS/POLICE OFFICERS

Lockhart Elementary is fortunate to have crossing guards assigned to the busy intersections near the school. Scholars are required to only cross the street at the corners, and where crossing guards are stationed. Drivers must be extremely careful when driving around Lockhart and be sure to follow the directions of the police officers, crossing guards and Lockhart Staff who are directing traffic. **Please be sure to practice and teach your child safe habits by enforcing the use of the crossing guards.**

DIGITAL LEARNING PLATFORMS

At Lockhart Elementary, we use Zearn and Amira digital learning platforms to boost student learning in math and reading through engaging, personalized digital lessons.

Zearn Goals & Expectations:

- Students are expected to complete 3 on-grade-level math lessons per week.
- The yearly goal is to complete 90 total lessons.
- Zearn is an interactive math platform that provides personalized lessons aligned to grade-level standards, combining engaging videos, guided practice, and real-time feedback to support student learning.

Amira Goals & Expectations:

- Students should aim to read 5 stories per week on Amira.

- The goal for the school year is to complete 120 stories.
- Amira helps improve reading fluency by listening and giving instant feedback.

Incentives & Recognition:

- Students who meet their weekly goals receive special shout-outs during school announcements.
- Prizes and incentives are awarded weekly to encourage consistent progress.
- Top performers' names are displayed on the bulletin board.
- At the end of the school year, students with the most completed lessons and stories receive a special trophy to celebrate their hard work!

How to Access from Home:

1. Go to the school's Clever portal at: [insert school Clever link]
2. Log in with your child's unique username and password (provided by the school).
3. Click on the Zearn icon for math or the Amira icon for reading.
4. Follow the prompts to start lessons or reading stories.

Tips for Parents:

- Students have time during the school day to work on Zearn and Amira, but parents are encouraged to support their scholar's learning at home for extra practice.
- Encourage your child to set a regular schedule for using these platforms.
- Provide a quiet space and necessary devices (tablet, computer, or smartphone).
- Celebrate progress and encourage your child to keep striving toward their goals!

Together, Zearn and Amira help our scholars build confidence and skills for academic success.

DISCIPLINE/BEHAVIOR EXPECTATIONS

The Lockhart Discipline Management Plan is in compliance with the HISD Code of Student Conduct and is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated expectations and guidelines. **Lockhart enlists the participation and support of ALL parents in upholding high standards for scholar behavior.**

Lockhart Elementary Discipline Plan:

- NES Classroom Rules:
 - Students do not disrupt the learning environment, respect others, and no bullying.
- Classroom expectations are formulated by the scholars and teacher.
- Classroom rewards and consequences are formulated by the teacher.
- **Frequent** review of expectations, rewards, and consequences.
- Communication from teacher to parent regarding scholar behavior
- **Required Face-to-Face Conference** if behavior becomes repetitive (Levels 1 and 2 as described in the HISD Code of Student Conduct)
- **Referral to the counselor** for continued misbehavior AFTER teacher conference for Levels 1 and 2 offenses.
 - **Consequences vary based on the behavior and are aligned with the HISD Code of Student Conduct.**
- **Referral to an administrator** for offenses in Levels 3 and above (as described in the HISD Code of Student Conduct).
 - **Consequences vary based on the behavior and are aligned with the HISD Code of Student Conduct.**

*** Corporal Punishment will not be used as a part of the discipline plan.*

Please review the [HISD Student Code of Conduct](#) with your child and sign and return the acknowledgement located in the Code of Student Conduct booklet. The HISD Code of Conduct will be strictly enforced at Lockhart Elementary.

Behavior and Safety in Early Grades (PK–2):

At Lockhart Elementary, safety is our top priority. If a scholar in Pre-K through 2nd grade exhibits behavior that presents a safety concern to themselves or others, the parent or guardian may be called to pick the student up from school. Repeated unsafe behaviors will be documented and escalated as necessary to ensure the well-being of all students and staff.

If these behaviors persist, we will request additional parent support and move to the next step in our support process. This may include increased communication, a parent conference, the development of a behavior intervention plan, and/or requesting guidance from district-level administration or the HISD Crisis Response Team to provide appropriate support and intervention strategies.

Discipline for Students in Grades 3–5:

For students in grades 3 through 5, all disciplinary actions will be aligned with the guidelines and procedures outlined in the *Houston ISD Student Code of Conduct*. This includes, but is not limited to, in-school and out-of-school suspensions, referrals to the District Alternative Education Program (DAEP), and expulsion in cases of severe or repeated misconduct. Our goal is always to provide restorative and supportive interventions when possible, while maintaining a safe and productive learning environment for all. Parents will be notified promptly of any serious behavioral concerns and are encouraged to partner with the school in addressing and correcting student behavior.

School-wide Rules

- Hallways are Quiet and Safe Zones – Voice levels should be on zero (no talking) and no running during transitions.
- Use Level 1 voices (whisper) in classrooms and cafeteria
- Always follow CHAMPS expectations
- Enter and exit all areas in a quiet and orderly manner.
- Always have a hall pass/cone when going to the restrooms, clinic, office, and other areas of the school

Hallway Expectations

- Hands free of writing utensils
- Arms Crossed, Facing Forward
- Students transition on the right side of the hallway.
- Voice Level 0
- Low speed, walking feet.
- Standing in every other square

Behavioral Expectations

- Scholars are expected to abide by Houston ISD's Code of Student Conduct
- Scholars are expected to respond in a positive and timely manner to the requests/directions of **ALL** Lockhart Staff.
- Scholars are expected to complete all class assignments/homework while following their teacher's directions
- Scholars are expected to respect the property of the school, their classmates, teachers, and others.
- Scholars **WILL NOT** use profanity or vulgar expressions or gestures of any kind toward staff or other students
- Scholars are expected to refrain from aggressive play which may result in injury (i.e. football of any kind, pushing, shoving, horse play, etc.).
- Fighting, provoking/instigating a fight, and bullying **are strictly prohibited**. If a scholar is being bullied, please refer to the bullying section of this handbook.

Before/After School Behavior Expectations

Students in any before or after-school program must follow the same behavior guidelines. Students who exhibit discipline issues will be removed from before or after-school programming at the discretion of the sponsor, teacher, or campus administration. Any fees that have been paid will be forfeited by the parent/guardian in the event that a scholar is removed from Extended Day for behavior concerns.

If a scholar issues a verbal or physical threat to a staff member, it is up to the administrator's discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a verbal reprimand to out-of-school suspension. It is extremely important for scholars to understand the use of appropriate language and actions when speaking to other scholars and staff members.

Threats made against the school will be treated with the utmost urgency and may involve police intervention, potentially leading to expulsion.

DISMISSAL

Scholars in Pre-K – 1st grade are dismissed at 3:00 PM and 3rd – 5th grade is released at 4:00 PM. All families and scholars should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands and can easily follow. If you must change the routine, under any circumstances, be sure your child knows the changes before he/she leaves home in the morning. **Any changes to their regular routine must be communicated to front office staff by noon** when possible. Failure to communicate the change to the front office at least an hour prior to their dismissal time (by 2:00 PM for Pre-K – 1st grades, and by 3:00 PM for 2nd – 5th grades) may result in the scholar being dismissed by their regular method and/or a longer wait time to retrieve the student. **Additionally, scholars may not be checked out after 2:00 p.m. without an appointment confirmation letter.**

All scholars must be picked up no later than 5:00 PM. Any pick-up after 5:01 PM is considered late. After **three** late pick-ups, the scholar will no longer be allowed to stay for After Care and must be picked up at their regularly scheduled dismissal time—3:00 PM for Pre-K through 1st grade and 4:00 PM for 2nd through 5th grade. This policy ensures the safety and well-being of all students and supports the availability of our campus staff.

Pre-K – 1st Grade Dismissal Procedures

Dismissal for Pre-K through 1st grade scholars takes place from 3:00 PM – 3:30 PM. Parents/guardians are expected to pick up their scholars during this designated window.

After 3:30 PM, any remaining Pre-K – 1st grade scholars will return to their homeroom for continued instruction or Social Emotional Learning (SEL) activities. **They will not be released again until the 4:00 PM dismissal alongside 2nd – 5th grade scholars.**

To avoid delays and confusion, please ensure that Pre-K – 1st grade scholars are picked up by 3:30 PM. This policy helps maintain a safe and structured learning environment and avoids disruption to instructional time.

Dismissal options include:

- **Walker (Released from the front)** – strictly reserved for scholars who walk home on foot (or a bicycle).
 - Pre-K – 1st grade walkers will have to be picked up by a *walking* parent at the front of the school or wait for an older sibling to be dismissed at 4:00 pm. Pre-K – 1st grade scholars will not be released to walk by themselves. **Additionally, students who are picked up in a car will NOT be released with the walkers.**
- **Car rider (Released from the back)** – scholars who are picked up in a car and driven home. **Parents are not allowed *inside* the back gate and parent walk-ups will not be permitted.**
- **Bus rider** – scholars who ride a HISD bus or private bus/van

All walkers will be dismissed from the front of the school and will **NOT** be supervised upon release from the building. Upon exiting the school, walkers must immediately walk home. They may **NOT** wait in the front of the building. Please encourage and remind your scholar to utilize the crossing guards.

Important Reminders:

- Scholars who walk to and from school **MUST** use crosswalks, obey the crossing guards, and always use caution.
- Parents are not to park in the bus lane, or fire zones in the front or side of the school. Cars parked in the fire zone will be ticketed or towed.
- To avoid traffic congestion, please do not park in the drop-off/pick-up line.
- Scholars are not allowed to play at the playgrounds after school without parent supervision.
- Scholars are not allowed to wait at the front of the school, across the street, at the playground, or anywhere else unattended for their ride.
- All scholars who ride HISD and private daycare buses will be picked up in the bus area at the front of the school.

The policy of the Houston Independent School District does not provide for supervision of scholars before or after school hours. The policy reads as follows: **THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF SCHOLARS WHO ARRIVE AT SCHOOL BEFORE THE DESIGNATED TIME BEFORE CLASSES BEGIN IN THE MORNING OR WHO ARE NOT INVOLVED IN A SUPERVISED ACTIVITY AND REMAIN AFTER THE DESIGNATED TIME IN THE AFTERNOON.**

DRESS GUIDELINES

Students are expected to follow the uniform policy except for designated dress-up days, which will be identified by the campus principal and/or HISD. All dress-up days will be clearly indicated on the campus calendar. Uniform items may be purchased at local stores including Target, Academy, Old Navy, Fiesta, and Wal-Mart. In addition, uniforms can be purchased online at Lands’ End and French Toast.

Lockhart Uniform Policy

Item	Acceptable	Unacceptable
Shirts (must remain tucked in at all times)	<ul style="list-style-type: none"> • Long or short sleeve polo-style shirt • White, Solid Navy, or Orange Lockhart Collar Shirt • White, Solid Navy, or Orange Collar Shirt • Lockhart Spirit Shirt (on Fridays or spirit days) • Lockhart House shirt (on Fridays or spirit days) • Solid White Blouse (girls) 	<ul style="list-style-type: none"> • Graphic T-shirts • T-shirts (non-collar shirts) • Collar shirts that are not white, navy, or orange • Tank tops/spaghetti straps • Crop Tops
Sweaters/Hoodies	<ul style="list-style-type: none"> • Lockhart Hoodie/Sweater • Sweater/Sweatshirt • Light Jacket • Uniform shirt must be worn underneath • Heavy jackets or coats will only be worn outside 	<ul style="list-style-type: none"> • No hoods will be worn indoors • Hoodies with offensive or inappropriate graphics/wording
Pants	<ul style="list-style-type: none"> • Navy or Khaki Pants/Capris • Jeans without rips or holes (Fridays only) • Bottoms must fit at the waist 	<ul style="list-style-type: none"> • Joggers • Sweatpants • Pajama bottoms • Spandex/Tights/Stretch Pants • Jeans (except Fridays)
Shorts	<ul style="list-style-type: none"> • Navy Dress Shorts (fingertip length or longer) • Navy Walking Shorts • Khaki Dress Shorts (fingertip length or longer) • Must be fingertip length or longer • Must fit at the waist 	<ul style="list-style-type: none"> • Denim shorts • Dress shorts that are not fingertip length or longer
Skirts, Skorts, Dresses, Jumpers	<ul style="list-style-type: none"> • Navy Dress Skirt/Skort/Dress/Jumper (fingertip length or longer) 	<ul style="list-style-type: none"> • Tank/Spaghetti Strap Dresses

	<ul style="list-style-type: none"> • Must fit at the waist • Khaki Dress Shorts (fingertip length or longer) • Jumpers must be uniform type 	<ul style="list-style-type: none"> • Dresses/Jumpers without a Collar Shirt underneath
Shoes	<ul style="list-style-type: none"> • Athletic tennis shoes • Dress shoes or flats • Rain Boots • Must have a closed toe and back • Laces must be proper length 	<ul style="list-style-type: none"> • Clogs or Crocs • Open-toed shoes • Sandals • Slides/flip flops • House shoes/Slippers

**Parents will be contacted to bring a belt for loose fitting bottoms, a substitute for bottoms that are too short/tight, or for jeans with rips that expose the skin.

General Dress Guidelines:

- Stud earrings are recommended for safety purposes.
- No caps, hats, scarves/bandanas, hoods, or purses can be worn inside the building.
- Solid navy, orange, or white long sleeve shirts/turtlenecks will be permitted under uniform tops on cold days.

Items considered inappropriate for school:

- Cosmetics
- Oversized clothing
- Mini dresses/skirts/shorts/skortts
- Tight clothing
- Items with large and/or inappropriate words
- Ripped jeans which expose skin

Consequences for Dress Code Violation:

The following consequences will be administered when a scholar is not dressed in compliance with the guidelines:

1st offense:

- Parent will be notified of the dress code violation (via Dress Code Violation form and phone call).
- Parents will have to bring a uniform for the child.
- The scholar will remain in the Team Center until proper attire is provided.

2nd offense:

- All consequences from the 1st offense will apply.
- In addition, the scholar will receive lunch detention or eat lunch in an isolated setting.

3rd offense:

- All consequences from the 2nd offense will apply.
- In addition, the scholar will have structured recess with the teacher (no free play)

4th offense:

- All consequences from the 3rd offense will apply.
- In addition, there will be a parent conference with an administrator and loss of privileges including non-participation in school events/field trips, and extra-curricular activities

Students will not miss instruction due to dress code violations however, they may be assigned to the Team Center until the violation is corrected or until the end of the school day. **Repeated failure to comply with the dress code policy could**

result in suspension of extra-curricular activity privileges and loss of opportunities to participate in special school events or field trips.

If you would like to donate gently used uniforms, please contact the counselor, Mrs. Lyons, or the front office.

Sunrise Centers and Student Assistance Form (SAF)

If you need assistance in purchasing a school uniform, please notify a teacher/administrator, fill out a Student Assistance Form (SAF) at the following link: <https://www.hisd.my.site.com/saf> or reach out to your local Sunrise Center via email at sunrisecenters@houstonisd.org or by phone at 713-556-8484. You may also fill out an intake form using the following link: [Sunrise Center Intake Form \(office.com\)](#).

Please notify a teacher/administrator prior to receiving a Dress Code Violation form to avoid potential consequences.

Spirit/House Days

Occasionally, scholars will have an opportunity to participate in “Spirit Days” or “House Days” to show their school spirit or support campus events. Attire will be announced in advance and included on the school calendar, when possible. Announcements regarding spirit day attire will also be shared via School Messenger and ParentSquare. Students are expected to maintain proper dress and abide by all dress code guidelines on the special days.

On “Spirit/House Days” and dress-up days, the following guidelines should be followed:

- Shorts/Skirts are fingertip length or longer.
- Pants must fit at the waist
- Shoes must have a back and be secure to the foot – flip flops, house shoes/slippers, and Crocs are not permitted
- Crocs are not allowed to be worn. The strap does not secure the shoe to the foot and is considered a safety hazard.
 - For safety reasons, students wearing Crocs will not be permitted to participate in physical activities such as P.E., recess, or other movement-based events.
- Hoodies/Hoods may not be worn indoors
- Hats may not be worn indoors
- Jeans with rips that expose the skin may not be worn

We appreciate the cooperation of all Lockhart parents in supporting our proper dress guidelines.

EMERGENCY PROCEDURES

In the event of an emergency, all actions will be related to the safety and well-being of both scholars and staff. The School Safety Plan is available for your information in the main office. Fire drills will occur at least once per month. Scholars and staff will receive instructions for all drills, including fire, disaster and intruder. Evacuation from the school site will be implemented upon the directions and orders from HISD Administration.

It is imperative that all information on each scholar’s enrollment and data cards be complete and kept current. **If phone numbers (home, work, emergency, or doctor), addresses on file, or emergency contacts change, please notify the front office immediately.**

Scholars should not be picked up from school early except in emergency situations or for doctor appointments that cannot be scheduled at other times.

Be sure that changes to your scholar’s regular dismissal process are clearly communicated and discussed **before** your child leaves home. Notify the front office when such changes occur.

Scholars will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to scholars. This will not be done for messages that are of a routine nature. **Please plan ahead!** Your child's instructional time is important.

EXTENDED VACATION

Lockhart Elementary believes strongly in the importance of regular attendance by all scholars. **Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods (Spring Break, Winter Break, etc.) Parents of scholars who do take vacations during school time should inform the Assistant Office Manager, Ms. Houston, at least one week in advance explaining the length of time for the vacation and the reason.**

Should a parent choose to keep a scholar out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the scholar's return to school. Advance assignments may be provided to scholars **at the teacher's discretion**. The school will not assume responsibility for providing individual tutoring or extensive individual help for the scholar when he/she returns.

FIELD TRIPS

Field trips will be arranged by grade level teachers as an outside lesson extension of school curriculum and instruction. For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No scholar will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip must be returned to the teacher no later than **three days** prior to the scheduled trip. **Telephone, faxed, or emailed confirmations will not be accepted.**

Lockhart administrators reserve the right to deny a student's participation in field trips or extracurricular activities if their behavior does not meet the expectations required to earn this privilege. This includes, but is not limited to, conduct grades on the report card (P or U), disciplinary infractions and referrals, poor attendance, excessive tardies, and repeated dress code violations. Scholars represent both the school and their home while on field trips. Their conduct should be exemplary!

Scholars with poor or unsatisfactory conduct or demonstrated behavior concerns may attend a field trip ONLY if the VIPS-approved parent/guardian attends as a chaperone. Students who are unable to attend a field trip are required to report to school and follow their normal daily schedule. Absences incurred during a field trip will be considered unexcused.

Chaperone Policy

Supporting teachers during field trips is an essential part of our volunteer program, as adequate adult supervision ensures a safe and enjoyable learning experience for all scholars.

All adults serving as field trip chaperones **must ride the school bus to and from the trip location**. Parents are not permitted to drive personal vehicles, follow the school bus, or meet the group at the destination in order to bypass school procedures. Chaperones must remain with the group for the duration of the trip and may not bring siblings, other family members, or guests.

Adult chaperones are required to pay any fees associated with the field trip that are also charged to scholars (e.g., admission, transportation). This helps ensure all costs are accounted for and supports smooth logistical planning.

Per **Houston Independent School District policy**, all field trip chaperones must be **VIPS-approved**, which includes a background check. Because trips are typically planned several weeks in advance, we ask that parents allow **3–6 weeks** for the approval process. To avoid delays or last-minute issues, we strongly encourage parents/guardians to complete the VIPS registration at the beginning of the school year.

Please note: **The number of chaperones may be limited**, and final selection is at the discretion of the teacher leading the trip and campus administration.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

The following FMNV are restricted and may not be given to elementary school scholars during the school day:

1. **Soda:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
2. **Water Ices:** Any frozen, sweetened water such as “popsicles” and flavored ice except for products that contain fruit or fruit juice.
3. **Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **All Candy:** Any processed foods made predominately from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, chocolate, jellies and gums, marshmallow, fondant, licorice, and spun candy.
5. **Candy-Coated Popcorn:** Popcorn that is coated with a mixture made predominately from sugar and corn syrup.

The new rules from the Texas Department of Agriculture’s Texas Public School Nutrition Policy are part of the statewide efforts to promote better lifelong eating habits and to combat the increase in childhood obesity.

Lockhart has designated three opportunities where the foods listed above may be permitted:

Winter Celebration	December 19, 2025
Valentine’s Day Pary	February 12, 2026
End of Year Celebration	June 4, 2026

GIFTED AND TALENTED (GT) NEIGHBORHOOD VANGUARD PROGRAM

The Houston Independent School District provides a program for Gifted and Talented scholars. The GT program is designed to meet the needs of GT scholars in grades K-5 at Lockhart Elementary and provides a homogeneous environment for scholars to work with their cognitive peers.

Eligibility for the program is determined by classroom performance, standardized test scores, parent recommendation and specialized GT testing. Universal GT testing is administered to all students in 2nd grade. For all other grades K – 5, any parent interested in having their child tested for the GT program must notify the GT Coordinator and complete a form.

Students who qualify for the GT program will complete an Enrichment project and participate in the annual GT expo.

GRADING

Report Cards will be sent home with your scholar at the end of each six-week grading cycle. The academic grades will reflect classwork, homework/projects, class projects, and assessments completed during that period. **Progress Reports** will be sent home with your scholar at the 3rd week of each grading cycle to summarize averages in each subject area and to report scholar conduct. The report card and the progress report should be signed and returned to school on the following day.

HISD Connect Parent Portal is available at any time and parents are highly encouraged to check grades **daily** to stay abreast of their scholars academic performance. These reports are to notify parents of their child’s progress. Please contact the campus, email the teacher, or send a ParentSquare message to request a conference with a teacher regarding grades. The teacher will then contact the parent directly to schedule a conference.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90 – 100	Excellent quality of work – thorough mastery of subject matter
80 – 89	Good quality of work – above average with consistent effort
75 – 79	Satisfactory quality of work – average achievement
70 – 74	Low quality of work – below average achievement
0 – 69	Unsatisfactory quality of work – failing

Conduct and Elective (Ancillary) Grades will be marked with one of four letter grades to be interpreted as follows:

E	Excellent quality of behavior – self-disciplined
S	Satisfactory quality of behavior – cooperates readily
P	Poor quality of behavior – below average
U	Unsatisfactory quality of behavior – needs behavior intervention

The report card grade requirements for promotion are as follows:

- Overall average of 70 or above; and
- Average of 70 or above in Reading; and
- Average of 70 or above in Language Arts; and
- Average of 70 or above in Mathematics; and
- Average of 70 or above in Science or Social Studies

Scholars must also meet HISD requirements on various standardized tests to be unconditionally promoted to the next grade level. Scholars who have excessive absences will have an *NG after their grades (i.e. 90*) and must be reviewed by the attendance committee to be considered for promotion to the next grade level.

Grading Policy

Number of Grades for Report Card Averages (Kindergarten – 2nd Grade)

– Minimum of 12 grades per six-week grading cycle per subject area – Reading, Language Arts, Math, and a minimum of 6 grades per six-week grading cycle for Science and Social Studies

Number of Grades for Report Card Averages (Grades 3-5)

– Minimum of 12 grades per six-week grading cycle per subject area – Reading & Language Arts, Math, Science and Social Studies/Art of Thinking.

There is no minimum grade policy. Grades can range from 0 to 100.

Core subject (Reading, Math, Science, Social Studies, Art of Thinking) grades will be weighted as outlined below:

Category	Weight
Unit/Module Assessments	X 4
DOL Weekly Summary	X 2
LSAE Assignment	X 1
Teacher Assignment	X 1

Re-Assessment

A scholar may be allowed **one** opportunity to retake common assessments, benchmarks, quizzes, and individual classroom assessments for which the scholar received a failing grade (69 or below). **Retakes must be administered within 5 days of the initial grade, and the substitute grade recorded for the retake will not be higher than 70.**

Late work

Our late work policy ensures fairness and accountability. Teachers will accept late assignments up to one week after the due date with a possible grade reduction. Beyond this period, acceptance of late work is at the teacher's discretion, and may result in additional penalties. Special circumstances will be considered on a case-by-case basis.

Teachers shall take no more than 5 points off the first day for late assignments. Each subsequent late day will result in up to a 2-point daily deduction.

Make-up work after Absences

Scholars who present acceptable excuses for absences will be given the opportunity to make up missed class work.

Lockhart is required to provide make up work to scholars who have been excused for observing religious holidays. Lockhart is required to give scholars a reasonable amount of time, **no more than five (5) days** to complete such make up work.

Scholars whose absences are excused, but who fail to make up work within a **designated period of time assigned by the classroom teacher**, will not receive credit for work they have missed. The scholar will receive a zero (0) for whatever work was assigned but not completed within the designated period of time set by the teacher.

Make-up work for days suspended

When a scholar is suspended from school, all days missed by the scholar during the suspension period will be considered excused absences. The scholar will be required to make up all work missed during the days of suspension. If the scholar makes up the work, the grades from the make-up work will be averaged with other grades to determine the six-week cycle grade. There will be no other impact on the scholar's grade because of suspension.

All work must be made up within five (5) school days upon the scholar's return from the suspension. The scholar will receive a zero (0) for whatever work was assigned for the day(s) suspended that is not made up in the five-day period.

Grades and Extracurricular Activities

Under Texas's "**No Pass, No Play**" law, eligibility for extracurricular activities is tied to academic performance. This policy ensures that academic success remains a priority for all students involved in extracurricular programs.

- For the **first six weeks of the school year**, eligibility is based on a student's **final grades or credits earned** from the **previous school year**.
- After the first six weeks, any student who earns a **grade below 70** in an academic course becomes **ineligible to participate in extracurricular competitions or public performances** for the **first three weeks** of the next grading period (until progress reports are issued).
- During this ineligibility period, the student may **continue to practice or rehearse** but **may not compete or perform publicly**.
- If the student earns **passing grades (70 or above)** on the next progress report, they regain eligibility and may **resume full participation** in extracurricular activities.

HISD Connect Parent Portal

Parents are encouraged to log on to the **HISD Connect Parent Portal** at <https://www.houstonisd.org/parentportal> to register and access their child's grades, attendance, and progress notices. The portal allows you to stay informed and involved in your scholar's academic journey. Helpful **how-to videos** are available on the website to guide you through the registration process.

To register, parents/guardians will need the following information:

- **Student Access ID** (located on your scholar's progress reports and report cards)
- **Student Access Password**

A Parent Portal information sheet will be sent home the **first week of school** to assist families with the sign-up process.

If you need assistance registering, please contact the **main office at 713-942-1950**. A campus representative will be happy to help you, but be prepared to verify your identity for security purposes.

HOMEWORK

Homework is not required but may be assigned at the teacher's discretion. Teachers have the flexibility to determine if homework is necessary to reinforce classroom learning and support student progress.

Teachers are encouraged to communicate with parents about the importance of practicing basic skills at home and building a habit of reading with their child for at least **20 minutes daily**. **Students are also encouraged to work on digital platforms such as Zearn and Amira at home** to strengthen foundational skills and reinforce classroom instruction.

Purpose of Homework

- To reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom.
- To encourage development of independent study habits, skills, and responsibilities; and
- To provide an additional opportunity for family involvement in the child's education.

Teacher Responsibility

- Assign work that meets the school's homework policy time guidelines and is grade level appropriate;
- Give clear, concise directions;
- Reinforce previous (not new) learning related to the objectives being taught;
- Vary assignments and avoid busy work;
- Check and evaluate homework in keeping with a system that is clearly explained to the class;
- Provide legible handouts;
- Provide an opportunity for scholar and parent feedback; and
- Be accepting of exceptional situations when homework cannot be completed.

Scholar Responsibility

- Record, take home, complete and return all assignments;
- Make up missed or incomplete work;
- Be accurate and neat;
- Ask for explanations or clarification when needed;
- Complete assignments in an appropriate place and within the allotted time;
- Proofread their own work and check for errors;
- Try their best;
- Have a good attitude about homework; and
- Discuss problems or concerns about homework with the teacher.

Parent Responsibility

- Make school the number one priority during the academic year;
- Provide an appropriate time and place for homework;
- Model a positive attitude;
- Indicate an interest about assignments and assist, when requested, but **do not complete the work for the child**;
- Do not *critique* the entire assignment unless asked;
- Communicate and cooperate with the classroom teacher if the child is having difficulties or working longer than the time prescribed;

- Request assignments when short/long term absences are involved;
- Assure that children read for 20 minutes daily in addition to homework; and
- Know when to stop a child when he or she is struggling with homework.

Timelines for Homework

In general, homework assignments will be completed for the following days; however, long-range assignments and/or special projects will provide scholars with an opportunity to develop and refine research skills and the ability to work independently.

Homework should take no more than a total of 1.5 hours to complete if assignments are given in all content areas.

**Reading is recognized as a universal skill that relates to all subjects. This time includes parents reading to their child or children reading library books or other pleasure reading.

Homework Reinforcement and Ideas for Parents

The following items are examples of “homework” that parents can use to reinforce skills:

Homework Reinforcement	PK/K	1	2	3	4	5
Engage in conversations about what they are learning at school	*	*	*	*	*	*
Practice handwriting and letter formation	*	*	*	*	*	*
Talk with your child to develop oral language skills	*	*	*	*	*	*
Practice math facts and flashcards		*	*	*	*	*
Practice counting forwards and backwards	*	*	*	*	*	*
Compose original math word problems		*	*	*	*	*
Practice measuring using standard and non-standard units of measure for weight, capacity and length	*	*	*	*	*	*
Discuss reading selections with your child after/while they read - Include summary, main idea, characters, prediction, setting and sequence	*	*	*	*	*	*
Develop a writer’s notebook (home journal) to include poetry, narratives and letters	*	*	*	*	*	*
Use technology whenever possible to enhance topics being taught in class	*	*	*	*	*	*
Practice self-help skills such as tying shoes, buttoning, using a zipper, organizational skills, and responsibility	*	*	*			
Correct and review incorrect answers on previous assignments	*	*	*	*	*	*
Identify, count, and exchange money	*	*	*	*	*	*
Practice using various types of maps	*	*	*	*	*	*
Play traditional board games as a family to enhance cooperation, listening skills and following directions	*	*	*	*	*	*
Classify and identify simple/compound machines, solids, liquids and gasses; list ways to conserve energy	*	*	*	*	*	*
Practice multiplication facts up to 12				*	*	*
Calculate the total and tax while at the grocery store or restaurant			*	*	*	*

HOURS OF OPERATION

The building is open daily from **6:30 a.m. to 5:00 p.m.**, though please note that the **front desk is only staffed from 7:30 a.m. to 4:30 p.m.** Scholars in **1st through 5th grade** may enter the building as early as **6:30 a.m.**, while **Pre-Kindergarten and Kindergarten** scholars may enter beginning at **7:30 a.m.**

The instructional day runs from **8:00 a.m. to 3:00 p.m.** for **Pre-K through 1st grade**, and from **8:00 a.m. to 4:00 p.m.** for **2nd through 5th grade**. It is essential that all scholars arrive on time and are picked up promptly at their designated dismissal times to establish consistent routines and support a successful learning environment.

HOUSE SYSTEM

All Lockhart staff and students participate in the House System. Staff and students are sorted into one of four houses (**Equity**, **Justice**, **Peace**, & **Unity**) and remain in their House for their duration at Lockhart. New staff and students are sorted into their house within their first week at Lockhart.

The House System is a dynamic, exciting, and proven way to create a positive climate and culture for students and staff. Students are celebrated for their efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging for all.

1. **Equity:** We will ensure that every student has access to the resources and support they need to succeed, embodying the spirit of our House of Equity.
2. **Justice:** We will uphold fairness and integrity in all our actions, reflecting the principles of our House of Justice.
3. **Unity:** We will foster a strong sense of community and teamwork, aligned with the mission of our House of Unity.
4. **Peace:** We will cultivate a harmonious and respectful learning environment, inspired by the values of our House of Peace.

Refer to the Lockhart House System Handbook for more information and details about each house.

INCLEMENT WEATHER

If Houston has severe weather conditions, please watch the TV, check HISD Twitter account, or listen to the radio – HISD will inform the media when schools are closed.

Occasionally it is necessary to dismiss school during the school day due to inclement weather. Please have a plan for your child to follow in such a case. HISD buses will run in these instances, private daycare buses will be contacted by the school, and information will be carried on all local radio and television stations. Lockhart has a plan in place to contact parents in these instances. Please **do not** call with instructions and messages, as this will tie up needed communication lines. If school is closed during the day, parents should come as quickly as possible to pick up their scholar(s).

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

LATE PICK-UPS

Parents are required to make arrangements for their child to be picked up **on time** each day after school. **All scholars must be picked up no later than 5:00 PM.** Any pick-up after **5:01 PM** is considered **late**.

After 4:15 PM, parents must go to the **front circle drive** and **come inside the building to pick up their scholar**. After 5:00 PM, parents are required to come inside and complete a Late-Pick up sheet at the front desk. **Late pick-ups will be documented.** To ensure the safety and well-being of all students and to support the availability of campus staff, the following procedures will be enforced:

- **1st Late Pick-Up:** A warning will be issued to the parent/guardian.
- **After 3 Late Pick-Ups (any time after 5:00 PM):** The scholar will be placed on probation and **removed from the After Care program**. From that point forward, the scholar must be picked up at their regularly scheduled dismissal time:
 - **3:00 PM for Pre-K through 1st grade**
 - **4:00 PM for 2nd through 5th grade**

Please note: Parents who consistently fail to pick up their child on time **may be referred to Child Protective Services** for failure to provide appropriate supervision.

If a student is not picked up on time and school staff are **unable to reach a parent or guardian**, the campus will contact **all individuals listed on the student's emergency contact form**. If no responsible adult can be reached, **HISD Police and Child Protective Services (CPS)** will be contacted to assume responsibility for the child. We appreciate your cooperation in ensuring all scholars are picked up safely and on time.

LEAVING SCHOOL EARLY

Scholars who need to leave school for an appointment must be checked out **through the main office**. Parents should plan to pick up their scholar **before 2:00 p.m.**, or be prepared to wait until the designated dismissal time. **Scholars will not be dismissed after 2:00 p.m. unless the parent provides official documentation confirming a doctor's appointment**. This policy is in place to protect instructional time and ensure the safety of all scholars.

Parents/guardians **must present a valid photo ID or driver's license** when picking up a scholar for early dismissal. No child will be dismissed to a parent through a teacher or any other staff member— **ALL DISMISSALS MUST GO THROUGH THE MAIN OFFICE**.

Only individuals **listed on the scholar's emergency contact/data card** will be allowed to pick up the scholar. If your contact information changes, it is your responsibility to inform the front office immediately.

We kindly ask that you keep early dismissals to a minimum to support your scholar's academic success and classroom continuity.

Early Release/Truancy Violation

Scholars will NOT be released early, unless excused by TEC.Sec.25.087. STATE LAW requires scholars to attend school each day for the entire period of the program of instruction as provided. (TEC.Sec.25.085. Compulsory School Attendance). **Court Warnings/Final Notices will be issued for Early Release. Any and all early dismissals or tardies will affect the scholar's school attendance records.**

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative that the principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the principal for adherence. A copy will be placed in the student's file, and all necessary staff will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such, must be provided to the principal for adherence to it.

The most recent court order is the one that will be followed by the school.

Lockhart Elementary must follow all applicable laws regarding parental rights. Without a valid court order on file that limits or denies a parent's rights, we cannot legally prevent a parent listed on a child's birth certificate from accessing student information or picking up the student.

Each situation will be handled individually, with careful consideration of the circumstances and guidance from the HISD Legal Department to ensure compliance with state law and district policy.

LIBRARY/MEDIA CENTER

Learning Coaches will serve as librarians **before and after school on designated days**. Students may check out books from the library **during these times only**, when a Learning Coach is on duty. Please refer to the campus schedule for specific days and times. This policy helps maintain an organized and well-managed library collection, ensuring that all students have access to the resources they need.

LOST AND FOUND

Lockhart scholars are asked not to bring toys or valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. **Lunch items may not be shared, bought, sold, or traded.**

All removable articles of clothing as well as other belongings should be clearly and securely **labeled** with the child's first and last name to prevent loss. Lost and found items will be kept in a bin in the cafeteria.

Encourage your child to check the lost and found for his/her things. Reminders to parents will go home several times before unclaimed items are donated to the campus resource room or local shelter. Donations to the campus resource room or local shelter will be made in December and May.

LUNCH

Houston ISD offers FREE lunch for all scholars. The HISD Food Service Department provides a calendar of menus each month. Please check the HISD Nutrition Services website at [Nutrition Services / Breakfast and Lunch Menus \(houstonisd.org\)](#) to access the most updated school menus, nutrition information/allergens for every food item offered.

Scholars may either bring a lunch from home or eat the lunch provided by the school. **All scholars, regardless of lunch choice, will go through the lunch line daily. Lunch deliveries are not permitted.** Lunches may **not be dropped off at the front office** during the school day for any reason. This includes food delivery services such as Uber Eats, DoorDash, or similar services, as well as food dropped off by parents. **These deliveries will not be accepted or delivered to students and may be discarded.** If a scholar forgets to bring lunch from home, they will be provided a school lunch. **No student will go without a meal.**

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC 39 for Texas state requirements and ESEA sections 1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA section 1113). **Please complete and return the socioeconomic form for your scholar(s). The socioeconomic form will be sent home on the first day of school and is also available via HISD Connect Parent Portal.**

Cafeteria Rules:

1. Scholars will be quiet (level 0) in the serving line.
2. Scholars will be polite and follow the directions of the Food Service Personnel and lunch duty staff.
3. Scholars may bring thermos bottles and **non-carbonated** drinks in cans (NO SODA).
4. Scholars may talk in quiet voices (level 1) during lunch.
5. Scholars will remain seated during the lunch period
6. Scholars will be responsible for leaving the tabletops clear and picking up paper and other trash from under the tables.

7. School personnel will assist scholars in making healthy lunch selections – scholars may not purchase multiple dessert items.
8. Lunch items may not be shared, bought, sold, or traded among scholars.
9. Scholars must eat lunch during their scheduled lunch time due to instruction schedules.
10. **FOOD ITEMS ARE NOT TO BE REMOVED FROM THE CAFETERIA – PARTIALLY EATEN FOOD ITEMS ARE NOT ALLOWED TO LEAVE THE CAFETERIA UNLESS THEY ARE IN A LUNCH KIT/BAG. WATER BOTTLES/THERMOS CONTAINERS MUST BE EMPTY (ASIDE FROM WATER). PARTIALLY EATEN ITEMS NOT IN A LUNCHKIT WILL BE THROWN AWAY BEFORE LEAVING THE CAFETERIA.**
11. Scholars are not allowed to eat or drink in hallways or during dismissal.
12. Microwaves are available for student use, but food items will **not** be heated by school personnel. **Scholars are responsible for safely using the microwave.** Misuse of the microwave may result in the loss of microwave privileges.

Lunch Visitation

Beginning on **September 4, 2025**, parents and guardians may eat lunch with their scholar on **Thursdays only**. Parents/guardians choosing to bring lunch for their child have two options:

1. **Treat their own child**
2. **Treat the whole class**
 - *Please do not single out small groups within the class, as this can make other scholars feel excluded.*
 - *Parents who choose to treat the entire class should check with the homeroom teacher prior to the day of the visit to confirm any known allergies or dietary restrictions.*

This helps ensure all students remain safe and included.

MESSAGES TO SCHOLARS

Please make personal and family arrangements with your child at home prior to him/her coming to school. Please keep in mind that there is no public phone for scholar/parent use. It would be impossible to allow use of the school phone for outside calls unless it is an emergency. Front office personnel are unable to deliver messages to students during instructional time.

MESSAGES TO STAFF

We encourage open and respectful communication between parents and school staff. However, because of their teaching responsibilities, teachers will not be called to the phone during instructional time (Pre-K – 1st grade: 8:00 a.m. – 3:00 p.m., 2nd – 5th grade: 8:00 a.m. – 4:00 p.m.).

To schedule a teacher conference or leave a message, parents/guardians may:

- Contact the main office via phone at 713-942-1950 or in person
- Send a direct email to the teacher (see “Faculty and Staff Roster” on page 7 for email addresses)
- Send a message via **ParentSquare**

Front office staff will ensure the message is delivered, and teachers have up to **48 hours** to respond. This timeframe excludes weekends, holidays, and days when school is not in session.

If parents/guardians have concerns regarding their child’s education, grades, or classroom procedures, **PLEASE BEGIN WITH THE CHILD’S TEACHER.**

If concerns persist after this initial step, you may contact campus administration by:

- Calling the school at **713-942-1950**
- Sending an email directly to the administrator
- Completing a "**Message to the Principal**" form, available in the front office

Concerns are welcomed and will be addressed with a team-based approach to ensure the best possible outcome for all students. Open and proactive communication is key to our collective success.

MEDICAL INFORMATION

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness. Should parents have any questions regarding their child's health, please do not hesitate to contact the nurse.

Immunizations

Any scholar entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of missing data. Parents/guardians will have 7 days to bring their child's immunizations up to standard from the date of the letter sent home.

For the beginning of the school year all immunization records need to be updated by September 26, 2025. NO EXCEPTIONS!!!

Medication

The school nurse **may** administer medication during the school day if a medication has been prescribed by a medical professional for a chronic or ongoing condition. The school nurse **cannot** give medication without express orders from a physician. **For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.** Medication must be in the pharmacy container that shows the child's name and the type of medication, along with dosage directions and frequency. If necessary, the HISD medication permission form may be requested from the nurse.

For the safety and protection of all scholars, medication (prescription or over the counter) may not be brought and kept by the scholars to be taken during the school day.

Scholars who become ill at school will be sent home if:

- fever is 100 or above
- vomiting occurs
- scholar has any symptoms associated with COVID-19

For attendance purposes, scholars who are sent home due to illness will be **counted absent** for the day if they come to the clinic **before** 9:15 a.m.

Scholars must be free of fever without fever reducing medication (Tylenol, Motrin, etc.) and/or vomiting for 24 hours before they may return to school.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Communicable disease control measures for all scholars and personnel in the Houston Public Schools

Acquired Immune Deficiency Syndrome (AIDS)	May remain in school unless medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others
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Chicken Pox	May return to school on 7 th day after appearance of eruptions if temperature is normal and no complications, no moist lesions
COVID-19	May return to school after quarantining for 5 days
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department
Hepatitis (Infectious A)	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious
Impetigo	Exclude until treatment has begun; keep covered while in school
Lice	Exclude until the hair is free of live organisms and nits
German Measles (Rubella)	May return to school seven days after appearance of rash.
Meningitis Meningococcal	Exclude until statement from physician that (epidemic-type) person is non-infections –no restrictions on contacts
Mononucleosis (Infectious)	Exclude until recovered or released by physician – no restrictions on contacts
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal – no restrictions on contacts
Conjunctivitis (Pink eye)	Exclude until recovered, or physician’s statement that person is non-infectious.
Poliomyelitis	Exclude until released by physician – no restrictions on contacts
Ringworm of scalp	May attend school provided under treatment by a physician – no restrictions on contacts
Ringworm of skin	May attend school provided the areas are covered; treatment recommended; no restrictions on contacts
Scabies	Exclude until released by physician; all in household should be treated at same time; not restrictions on contacts
Streptococcal Infections: “Strep” sore throat	Exclude until released by the physician – no Scarlett Fever contact restrictions - (usually 24 hours from Scarlatina date antibiotic treatment began)
Tuberculosis	Exclude until released by a physician; household contacts must have release from physician
Pertussis (Whooping Cough)	Exclude until free of cough or until release by physician; no restrictions on contacts

Illness or Accident

If a scholar becomes ill or is injured during school hours, the school Nurse is contacted. The Nurse will determine the seriousness of the illness or injury and upon her determination, a parent, or legal guardian will be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the data card will be contacted and, if warranted, the family physician. In emergencies, it may become necessary to transport a child by ambulance to an emergency care facility.

ORGANIZATIONS

Parent Organizations

Shared Decision-Making Committee (SDMC) – The school shared decision-making committee includes parents, teachers, and community members working together to plan and make decisions for the school. The minutes will be posted on the school website as well as on campus in or near the Parent Center.

Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in September. Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships and collaborations fostered through participation in school endeavors. PTO meetings will be indicated on the school calendar and various flyers distributed by the PTO.

Volunteers in Public Schools (VIPS) – Our VIPS give regularly of their time and talents. Participating projects may include the library, campus events, tutoring sessions, cafeteria assistance, and many other areas.

Scholar Organizations

To participate in scholar organizations and extracurricular activities, scholars must maintain good academic and behavioral standing throughout the school year. Additionally, scholars are required to have a strong attendance record, which includes minimal tardies. Consistent attendance and exemplary conduct are essential for eligibility in these programs.

Active Based Learning (ABL) – Lockhart offers scholars an opportunity to participate in various athletic programs throughout the year. Sporting activities include (but are not limited to) football, basketball, volleyball, soccer, track and field. Some of these activities occur during the school day and require travel to/from school, others are held on Saturdays or after school hours. Parents/guardians are responsible for getting their scholar to/from events outside of school hours.

Cheerleading/Pep Squad – K– 5th grade girls that perform at various school functions, outside events, and local cheer competitions.

National Elementary Honors Society (NEHS) – Scholars in 4th – 5th grades may be recommended by a teacher or administrator to be inducted to the program. At minimum, each student must maintain an 85 or above in each subject area for all grading cycles, have excellent conduct, and be great leaders.

Safety Patrol – Safety Patrol is a program that allows students to assist in maintaining a safe and orderly school environment. Members of the Safety Patrol help manage the flow of students during arrival and dismissal times, ensure that school rules are followed, and promote a culture of safety and responsibility among their peers. By participating in the Safety Patrol, students develop leadership skills and a sense of community service. Faculty sponsors and the administrators work closely with the Safety Patrol.

SCHOLARS WHO ARE NOT IN ATTENDANCE AT SCHOOL ON ANY GIVEN DAY ARE NOT ALLOWED TO ATTEND AFTER-SCHOOL PRACTICE/CLUBS/GAMES ON THAT DAY.

PARENT/GUARDIAN CODE OF CONDUCT

HISD shall foster a climate of mutual respect for the rights of others. Each parent is expected to respect the rights and privileges of students, teachers, District personnel, and other parents while at school or while attending school activities.

Students and parents shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the HISD's educational mission. The District's rules of conduct and discipline and the School-Based Discipline Management System were established to achieve and maintain order in the school. Students and parents who violate the rights of others or District/school rules shall be subject to disciplinary action in accordance with established District policies and procedures.

Parents, please remember to conduct yourself appropriately while on-campus and during after-school or sporting events whether they are on campus or another location. This includes being aware of tone when speaking, using appropriate language, and conducting yourself in accordance with the Code of Conduct. All students and parents/guardians are expected to maintain the highest level of discipline and decorum at all school functions and school facilities. Failure to comply with administrative directives promoting order, safety, and respect may result in immediate removal from participation in school activities, including commencement exercises and/or a District facility.

The principal reserves the right to ban or restrict parent access to campus or school-related events if their behavior is deemed inappropriate.

PARENTSQUARE

All parents are requested to join ParentSquare to stay abreast of school and class events and to communicate with teachers throughout the school year. Joining ensures that you don't miss important updates and allows for a stronger school-home partnership. ParentSquare is a communication platform designed to connect teachers, parents, and students. Our teachers use ParentSquare as the primary means of communication with parents to enhance transparency and engagement in the following ways:

1. **Updates/Announcements:** Teachers and administrators post daily/weekly updates, including photos, videos, and notes, to keep parents informed about classroom activities/events, as well as important school-wide announcements, reminders, and upcoming events, ensuring that parents are always up to date.
2. **Behavior Tracking/Point System:** Teachers use ParentSquare to monitor and report student behavior, providing instant feedback to parents on their child's conduct and achievements. Teachers are able to add and deduct points from the class or individual students which allows parents to obtain a better understanding of their scholar's daily habits and behaviors.
3. **Messaging:** The platform allows for private messaging between teachers and parents, enabling quick and efficient communication regarding student progress, upcoming events, and any concerns.

By utilizing ParentSquare, our teachers ensure that parents are actively involved in their child's education, fostering a supportive and collaborative school community. Please contact teachers to access their class page on ParentSquare. The teacher will provide the necessary information and instructions to join.

PARKING

Safety above all else is a core value in Houston ISD. Follow all "no parking" signs and guidelines enforced by Lockhart Elementary. Visitors should park in designated **VISITOR** parking spaces in front of the school and on the streets surrounding the school (Rosedale and Sauer). Areas painted red (No Parking/Fire Zone) are not parking spaces. Please do not park cars and leave them unattended in these zones. Do not park in the bus loading zone or circle drive located in the front of the school.

Cars may line up in the drop-off/pick-up area in the rear of the school for arrival/dismissal **as long as the driver remains in the car.**

The faculty and staff parking lot is reserved for Lockhart faculty and staff **ONLY**, unless there is a school activity.

PARTIES

In complying with the Texas Public School Nutrition Policy, the Texas Department of Agriculture has implemented new rules and regulations regarding both Foods of Minimal Nutritional Value and “competitive foods.” The new rules are part of statewide efforts to promote better lifelong eating habits and to combat the increase in childhood obesity. Additionally, we will not accept food items that are prepared at home. Lockhart has designated three opportunities for classroom parties.

Winter Celebration	December 19, 2025
Valentine’s Day Party	February 12, 2026
End of Year Celebration	June 4, 2026

Birthday Celebrations

To maintain our instructional focus, parents will **not** be allowed to interrupt school time to celebrate birthdays. Please do not bring food, cakes, drinks, etc. to pass out **during the school day** or to celebrate while in class or during lunch. **No party-type activities will take place, including photographs, balloons, gifts, etc., during the school day.** Scholars may wear birthday crowns, pins on clothing, and may pass out treats/treat bags **during the last 5 minutes of the school day** for students to take home. **Parents may choose to bring individually wrapped cupcakes, cookies, or treat bags for scholars to take home at the end of the day.** The individually wrapped items make it easier for students to carry treats home safely and help us keep the classroom clean and organized—this isn’t to make things difficult, but to ensure a smooth, fun, and mess-free experience for everyone. All items must be purchased from a store or business, as HISD does not allow homemade food items to be given to scholars.

PHYSICAL EDUCATION/RECESS

State law TEC §28.002(I) requires all elementary school scholars to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year as part of the district’s Physical Education (P.E.) curriculum or through structured activity during a school campus’s daily recess. Alternatively, the district may require students to engage in at least 135 minutes of such activity each school week. **Lockhart scholars meet this requirement** through participation in P.E. during elective classes, DYAD (for 3rd–5th grade), and activities during daily recess.

All scholars receive 30 minutes of recess each day, which may be **structured (teacher-directed activities) or unstructured (free play)**. Teachers and administrators reserve the right to assign structured recess based on student behavior, safety needs, or academic accountability to ensure a safe and productive environment for all students.

PROMOTION POLICY

The Houston Independent School District uses different academic measures to decide if a scholar will be unconditionally promoted to the next grade. These include course grades, assessment scores, and a scholar’s attendance record. Please note that scholar attendance **DOES** affect a scholar’s promotion to the next grade level, since there is a limit of unexcused absences during the school year a scholar may have.

End-of-Year Promotion/Award Ceremonies

Participation in end-of-year award and promotion ceremonies does **NOT** guarantee a scholar’s promotion to the next grade level for the following school year. These ceremonies celebrate achievements and milestones, but final promotion decisions are based on a comprehensive review of the scholar’s overall academic performance and attendance throughout the year. **Scholars who do not meet the academic and attendance requirements may be required to attend summer school to be considered for promotion.**

REPORT CARDS

Report cards will be available via HISD Connect Parent Portal and will be sent home at the end of each six-week grading cycle. Parents may request additional paper copies by visiting the campus.

Progress Reports will be made available via HISD Connect Parent Portal and sent home once during the third week of each six-week period. However, HISD Connect Parent Portal is available at any time and parents are highly encouraged to check grades **daily** to stay abreast of their scholars academic performance. These reports are to notify parents of their child's progress. Please contact the campus, email the teacher, or send a ParentSquare message to request a conference with a teacher regarding grades. The teacher will contact the parent directly to schedule a conference.

Honor Roll Incentives are provided to scholars with All A's or All A's and B's during each six-week award celebration.

REQUESTING COPIES OF SCHOLAR RECORDS

Copies of scholar academic records (such as report cards, progress reports, and transcripts) may be requested through the campus Assistant Office Manager, Ms. Houston. All requests must be made **in person** by the parent or legal guardian. Ms. Houston will verify the adult's relationship to the scholar and request valid identification. One copy of each record is provided **at no cost**, and requests will typically be fulfilled **by the end of the next school day**.

The school **can only provide academic records**. We **cannot** provide copies of the following documents:

- Birth certificates
- Immunization records
- Parent/guardian identification (ID or driver's license)
- Social Security cards

For copies of these personal documents, please contact the original issuing agency or health care provider.

RESIDENCY

Lockhart is a STEM magnet school for science, technology, engineering, and math and accepts transfers for those scholars who qualify for the magnet program. All other scholars not on a magnet transfer must reside in the Lockhart attendance zone to attend school at Lockhart. Scholars that are not zoned to Lockhart are encouraged to apply for the STEM magnet program through School Choice or attend their home school. Special Education transfers are granted when the ARD committee recommends a program that is not offered at the scholar's home school.

If a scholar moves out of the Lockhart zone during the school year, the scholar must enroll in his/her new zoned school. Scholars may not remain at Lockhart after moving from the zone unless he/she applies and is accepted into the magnet program.

REGISTRATION/WITHDRAWAL FOR NEW SCHOLARS

The following items are required to register in an HISD school. **All documents** should be presented at the time of registration.

Proof of birth date (original/official copy of Birth Certificate or passport)

Scholar must be three on or before September 1 to enter Pre-kindergarten (3); four on or before September 1 to enter Pre-kindergarten (4); five on or before September 1 to enter kindergarten; six on or before September 1 to enter first grade

Scholar Social Security Card (preferred, but not required)

Proof of Immunizations:

Any scholar entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of missing data. Parents/guardians will have 7 days to bring their child's immunizations up to standard from the date of the letter sent home. For the beginning of the school year, all immunization records need to be updated by September 27, 2024....NO EXCEPTIONS!!!

Proof of Residency (TWO items required) in Parent's/Guardian's Name

1. Current utility (gas, water, electricity) bill (must be within 30 days of enrollment; no delinquent or disconnection notices) **AND**
2. Current mortgage statement or lease agreement with parent's name and address **AND** scholar's name listed as a resident

Most Recent Report Card from previous school showing grade level/promotion status

Withdrawal Paperwork if transferring mid-year

Parent or Legal Guardian's Driver's License (person who enrolls scholar must be parent or legal guardian, with proof of guardianship)

All registration documents must be **complete** before a child is considered "enrolled." Classroom spaces cannot be reserved until all documents are complete. Once enrolled, the parent and scholar(s) are required to review the handbook.

Withdrawal Process

Parents are asked to notify the school as soon as possible if they plan to withdraw their child from school. Early notification helps us prepare the necessary documentation and ensures a smooth transition for the student.

Upon notification, parents will be asked to complete a withdrawal form. This form is necessary for us to begin the process of preparing the student's records. Parents are also encouraged to provide the name and contact information of the receiving school, if known.

All student records, including academic transcripts, attendance records, and any special education documents, will be forwarded directly to the receiving school by mail. This process typically takes a few days, so we ask parents to allow sufficient time for the records to be sent and received.

For any questions or further assistance regarding the withdrawal process, parents are encouraged to contact the office.

SAFETY

The safety of our students and staff is our top priority. We are committed to creating a secure and supportive environment where everyone can thrive. Our safety protocols, regular drills, and comprehensive emergency plans are designed to ensure the well-being of our school community. We ask for the cooperation and vigilance of all parents and students in maintaining a safe and nurturing atmosphere.

All visitors must sign in and wear a visitor's badge **each** time they visit Lockhart Elementary. A valid state ID must be presented and scanned to receive a visitor's badge. **For the safety of scholars and school personnel, visitors must enter the building through the main entrance and visit the front office to receive a visitor's pass. Please do not ask scholars or school staff to allow you entry through any other door.**

VIPS-approved volunteers must sign in/out and log their hours at the front desk. This procedure helps us track volunteer activities and ensures that we can account for everyone on campus at all times. Your cooperation in following these guidelines is crucial in maintaining a safe environment for our students and staff.

SELLING/TRADING

Lockhart scholars are not permitted to bring, sell, or trade toys, food/drinks, or collectible items on the campus or on buses. These items can be significant distractions, diverting scholars' attention away from their studies and disrupting the learning environment.

To ensure a productive and orderly learning environment, we ask parents to remind their children of this policy and to check their belongings before they leave for school. If a student is found with prohibited items, they will be confiscated and returned to the parent or guardian at the end of the school day.

SUMMER SCHOOL

The HISD Promotion Retention Summer Program is designed for students in grades PK–12 who are enrolled in an HISD school as of the last day of the school year and who need additional support to meet promotion standards.

In alignment with HISD's primary goal of **increasing student achievement**, supplemental summer programs play a critical role in reinforcing academic skills and accelerating learning. These programs are coordinated at the district level, implemented at the campus level, and tailored to meet the individual needs of students. Summer instruction provides additional time for students to engage in **rigorous, relevant, and targeted learning experiences** that support their success.

Important Notes:

- **Students may be required to attend summer school** if they do not meet the required promotion standards due to excessive absences or academic performance concerns. Parents will be notified in writing if their scholar is required to attend.
- **Participation in summer school does not guarantee promotion.** Promotion is still dependent on a student's academic performance, attendance, and mastery of required skills.
- At the conclusion of summer school, a **Grade Placement Committee (GPC)** will convene to review each student's progress and make a final decision regarding promotion to the next grade level.
- **Summer school may be hosted at a different campus** from the student's home school. Parents/guardians will receive communication regarding the assigned summer site if relocation is necessary.
- **Transportation to and from the host site (from the student's home school) may be provided by HISD.** Families will be notified of transportation arrangements in advance.

It is the goal of HISD that through these extended opportunities, students who require additional time and support will be better positioned to meet **promotion criteria**, be prepared for the next grade level, and stay **on track to graduate with their peers**.

TESTING

Scholars will be administered assessments during the school year under the direction of the HISD Assessment Department.

Circle Assessment: Pre-Kindergarten

Tentative Testing Windows:

- **Beginning of Year (BOY):** September 3 – October 7
- **Middle of Year (MOY):** January 7 – February 6
- **End of Year (EOY):** April 22 – May 22

The CIRCLE Assessment System provides teachers immediate feedback that shows children’s progress in:

- Rapid Letter Naming
- Phonological Awareness
- Early Writing
- Social/Emotional Development
- Rapid Vocabulary Naming
- Book and Print Knowledge
- Mathematics
- Approaches to Learning
- Letter-Sound Correspondence
- Story Retell
- Science and Social Studies
- Physical Health and Development

Teachers use information from the CIRCLE Assessment to inform instructional decision-making for group and individual lesson planning.

CogAT/IOWA (Gifted and Talented): 2nd Grade (universal), Pre-K 4 – 5th grade (by request)

Tentative Testing Windows:

- **K – 5th:** September 8 – 19
- **Pre-K 4:** September 22 – October 3

Gifted and Talented (GT) testing is used to identify students who may qualify for GT services. All tests are administered to assess scholar needs, monitor programs, and assist in planning instruction. Assessment results are made available to parents as soon as the score reports are available on campus.

DIBELS (Early Literacy): K – 2nd Grades

Tentative Testing Windows:

- **Beginning of Year (BOY):** August 18 – September 19
- **Middle of Year (MOY):** January 7 – January 31
- **End of Year (EOY):** April 20 – May 11

DIBELS, which stands for *Dynamic Indicators of Basic Early Literacy Skills*, is a research-based assessment used to measure key early literacy skills for students in grades K–2. It is administered three times a year—at the beginning, middle, and end of the school year—to help identify students who may be at risk for reading difficulties and to monitor progress over time. The assessment focuses on essential reading components such as letter naming, phonemic awareness, decoding, fluency, and comprehension. Teachers use DIBELS data to guide instruction, provide targeted support, and ensure that all students are on track to become confident, successful readers.

District Assessments (Math, Reading, Science, & Social Studies/Art of Thinking): PK – 5th Grades

The district provides formative assessments throughout the school year. These district-level assessments are intended to support effective teaching and learning and to complement a teacher’s regular program of ongoing formative assessment with students. They are designed to provide teachers with specific and timely information on each student’s learning. With the resulting data, teachers can promptly evaluate the effectiveness of their instruction, make any needed adjustments in the class, and address the learning needs of each student. As part of this process, teachers give students near immediate feedback on their performance.

NWEA MAP (Reading, Math, and Science): Kinder – 5th Grades

Tentative Testing Windows:

- **Beginning of Year (BOY):** August 19 – 21
- **Middle of Year (MOY):** January 13 – 15
- **End of Year (EOY):** May 19 – 21

NWEA MAP test includes BOY, MOY and EOY assessments for reading, math, and science (also available in Spanish), to help determine the best instruction to meet the needs of all scholars. Each assessment measures a student's academic achievement and growth.

STAAR (Reading, Math, & Science): 3rd – 5th grades

Tentative Testing Days:

- **Reading:** April 14
- **Science:** April 21
- **Math:** April 23

STAAR tests are taken at the end of each school year and are designed to measure what students are learning in each grade and whether or not they are ready for the next grade. The goal is to ensure that all students receive what they need to be academically successful. Scholars may score at the following levels:

- **Masters** – Students are expected to succeed in the next grade or course with little or no academic intervention. Students in this category demonstrate the ability to think critically and apply the assessed knowledge and skills in varied contexts, both familiar and unfamiliar.
- **Meets** - Students have a high likelihood of success in the next grade or course but may still need some short-term, targeted academic intervention. Students in this category generally demonstrate the ability to think critically and apply the assessed knowledge and skills in familiar contexts.
- **Approaches** – Students are likely to succeed in the next grade or course with targeted academic intervention. Students in this category generally demonstrate the ability to apply the assessed knowledge and skills in familiar contexts.
- **Does Not Meet** – Students are unlikely to succeed in the next grade or course without significant, ongoing academic intervention. Students in this category do not demonstrate a sufficient understanding of the assessed knowledge and skills.

TELPAS (Texas English Language Proficiency Assessment System): 1st – 5th grades

Tentative Testing Window: February 17 – March 6

TELPAS, or the Texas English Language Proficiency Assessment System, is an annual state assessment designed to measure the progress of English learners (ELs) in acquiring the English language. It evaluates students in four domains: listening, speaking, reading, and writing. TELPAS is aligned with the English Language Proficiency Standards (ELPS) and helps educators track language development, guide instruction, and meet state and federal accountability requirements. The results provide valuable insight into how well students are progressing toward English proficiency needed for academic success.

TRUANCY ENFORCEMENT/EARLY RELEASE

If a student has three (3) unexcused absences within a 4 – week period, the student will receive a Warning Letter. The letter will be mailed to the student's parent/guardian. A signed parent note or physician's note must be submitted to the campus attendance office within three (3) days of the student's return to school. If a note is not provided, the absence will be counted as unexcused. It is the parent's responsibility to monitor a student's school attendance and require the student to attend the entire class period for every school day.

- If a student has three (3) unexcused absences in a 4 – week period, a student can be placed on an Attendance Contract.
- If a student has thirteen (13) unexcused absences in a 6 – week period, an affidavit shall be issued.
 - In either case, the student's attendance will be monitored for the remainder of the school year.
- Outreach Workers by law have to file on student/parents who reach 13 unexcused absences in a 6-month period.

- If you get a letter and have any questions, contact your child’s school Administrator or attendance clerk

Houston ISD does not observe any schoolwide early release days for elementary campuses. As such, Lockhart Elementary will not dismiss scholars early except in cases that qualify under Texas Education Code (TEC) Section 25.087. State law (TEC Section 25.085) requires that students attend school each day for the entire instructional program. Unexcused early dismissals, frequent early pickups, and tardies are considered violations of compulsory attendance law and will be documented accordingly.

Important Reminders:

- Repeated unexcused early releases may result in Court Warnings and Final Notices.
- Any time a scholar is signed out early without a qualifying reason, it affects their official attendance record.
- To ensure compliance, please avoid scheduling routine appointments during the school day.

We appreciate your support in ensuring that all scholars are present and engaged for the full duration of each school day.

VISITATION (FORMER SCHOLARS)

We love to see our former Lockhart scholars from time to time. However, scholars who are not enrolled at Lockhart may not “visit” in classrooms during instructional time, or spend the day at the school, unless he/she is donating time to volunteer, and it has been approved by the principal. Children who have been dismissed early from other schools may not visit or wander about the school during instructional time.

VOLUNTEERING (VIPS)

All campus volunteers must be VIPS approved (this process includes a background check) prior to volunteering on campus according to Houston Independent School District policy.

The VIPS approval process takes approximately 3-6 weeks, so please plan in advance. Parents/Guardians are encouraged to complete the VIPS process at the beginning of each school year to avoid any potential last-minute issues with the system.

HOW CAN I BECOME A VIPS?

All volunteers must register online. All volunteers must pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1: Register online and complete the entire Online Application in Raptor Volunteer Management System and submit your application.

- English Application - <http://houstonisd.org/vipslogin>
- Spanish Application - <http://houstonisd.org/voluntarios>

STEP 2: Once your application is completed you will see Pending Review on the screen.

STEP 3: An email regarding your approved status will be sent to your email address within 2-3 weeks.

- If you do not receive an email, please follow up with your designated school's VIPS Coordinator.

STEP 4: Once you are **APPROVED**, you are eligible to volunteer in any HISD school(s) for the **current** school year.

WORKBOOKS/CONSUMABLES

At Lockhart Elementary, students do not receive traditional textbooks for every subject. Instead, they are provided with **consumable workbooks and instructional materials** as needed for specific content areas such as reading, math, writing,

science, and social studies. These materials are designed to be written in, completed, and used for practice or assessment.

Important Information:

- Consumable workbooks are the property of the school and are distributed to students for instructional use.
- Workbooks may be used in class or sent home depending on the assignment and the teacher’s instructional plan or preference.
- Students are expected to treat all materials with care and use them appropriately.
- If a workbook is lost or severely damaged, a replacement fee may be assessed.

These consumable resources help ensure students have meaningful, hands-on learning experiences aligned to the curriculum and lesson objectives. Please support your scholar by encouraging responsibility and proper use of all instructional materials.

Campus Contacts Directory: Who to Contact for Help

Program	Staff Member Responsible
504 Services	Lauren Shackelford
Athletics	Marques Guillory
Attendance	Linda Houston
Cafeteria	Julia Garcia
Counseling Services	Tresa Lyons
Discipline	Whitney Bruns
Dyslexia	Skyla Williams
Enrollment	Linda Houston
Field Day	Marques Guillory
Field Trips	Nydia Garcia
Gifted and Talented	Kevin Bustos
Headstart (Pre-K)	Jennifer George
Health/Medical Services	Deborah Neal
HISD Transportation	Whitney Bruns
House System	Tresa Lyons
Intervention (IAT/RTI/MTSS)	Lauren Shackelford
Library/MyHome Library	Shenette Roberts
LPAC	Whitney Bruns
National Elementary Honor Society (NEHS)	Kevin Bustos
STEM Magnet	Kevin Bustos
Wraparound Services	Tresa Lyons
Parent-Teacher Conference	Classroom Teacher
Parent-Teacher Organization (PTO)	Lawanna Garcia
Special Education Services	Skyla Williams
Strategic Partnerships	Marques Guillory
Student Records	Linda Houston
Technology	Kevin Bustos
Testing	Whitney Bruns
Title I	Tresa Lyons
VIPS/Volunteer	Nydia Garcia

For contact information regarding specific campus programs, please refer to page 6 for individual staff emails or call the front desk at 713-942-1950 to leave a message or notify the appropriate staff member.