

Stevens 101

An “All You Need to Know” Guide to Stevens
Elementary

Presented by the Stevens PTCO

PARENT TEACHER
COMMUNITY ORGANIZATION

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PARENT TEACHER
COMMUNITY ORGANIZATION

SECTION 1: General Information about Stevens Elementary

Location of the school and contact information:

- Address: 1910 Lamonte Ln, Houston, TX 77018
- Phone: 713-613-2546
- Fax: 713-613-2541
- Office hours: 7:00am – 2:50pm Monday – Friday

Stevens Elementary School hours:

- 7:30am – 2:50pm
- Refer to SECTION 5: Drop off and Pick up Information and SECTION 6: Absences, Late Arrivals, and Early Departures for more information

Administration Contacts:

- Please refer to the Stevens website for an updated list of contacts

HISD Important Websites

- Stevens Website - <https://www.houstonisd.org/Stevens-es>
- HISD Connect - for grades and academic information - <https://www.houstonisd.org/PSC>
- HISD calendar: <https://www.houstonisd.org/academiccalendar>
- HISD School Messenger - to customize how HISD provides news and messages - <https://www.HoustonISD.org/SchoolMessenger>
- HISD Nutrition Services - for breakfast and lunch meal plans by week - <https://www.houstonisd.org/Page/68611>

SECTION 2: Communications to Parents

ClassDojo – app for parents

- Each teacher has set up a classroom community for parents
- Once students are enrolled, an email is sent to parents/families to join the ClassDojo page
- This app allows teachers to message parents directly or as a group, provide daily feedback and share great things happening in the classroom.
- This app also allows parents to message teachers directly and throughout the day.

Other Stevens administration also uses this app to send all digital communications to the parents to inform them of changes to policy, upcoming events, or any other relevant information needed

Parent/Teacher Conferences

- Structured meetings include meet the teacher, open house, and teacher/parent requests for meetings

Report Cards

- Report cards are sent every 6 weeks and follow the HISD calendar. This information is updated yearly on the HISD Calendar

HISD Communications

- [HoustonISD.org/SchoolMessenger](https://www.houstonisd.org/SchoolMessenger) allows you to customize how you would prefer to receive information (via calls, texts, or emails)
- Text “YES” to 68453 to receive text message updates from HISD including weather bulletins

SECTION 3: Dress Code

- **Monday – Friday:** Students may wear a white, navy or yellow solid polo style shirt with navy or khaki bottoms (white or blue leggings and tights are permitted under skirts and dresses when the weather is cold).
 - **Mondays:** Students may wear college shirts and jeans (no rips or tears)
 - **Fridays:** Students may wear a Spirit shirt and jeans
- Most major retailers (e.g., Target, Walmart, etc.) have a school uniform section, and there are also used uniform clothing exchanges. Supplies often run out fast, so shop early.
- The PTCO sells Spirit shirts. Each year, a new T-shirt design will be sent out for pre-order and the standard Spirit shirt will always be available for order. Refer to SECTION 13: Parent-Teacher Community Organization (PTCO) for contact information



PARENT TEACHER
COMMUNITY ORGANIZATION

**Stevens Elementary
School**

2022-2023 UNIFORM POLICY

**PLEASE REVIEW THE UPDATED
UNIFORM POLICY FOR
2022 - 2023 SCHOOL YEAR**

TOPS:

- ALL TOPS MUST HAVE A COLLAR
- ALL TOPS MUST BE NAVY, **YELLOW**, OR WHITE

BOTTOMS:

- STUDENTS MAY WEAR SHORTS, SKIRTS, UNIFORM DRESSES/JUMPERS, OR PANTS.
- ALL BOTTOMS MUST BE **KHAKI** OR NAVY.
- UNIFORM DRESSES MUST BE **KHAKI**, NAVY, **YELLOW**, OR WHITE.

SHOES:

- STUDENTS ARE ENCOURAGED TO WEAR TENNIS SHOES FOR SAFETY.
- ALL SHOES MUST HAVE A BACK(SANDALS MUST HAVE A STRAP).
- CROCS ARE NOT ACCEPTABLE FOOTWEAR FOR STUDENTS.

JACKETS:

- STUDENTS MAY WEAR SWEATERS, OR JACKETS THAT DO NOT CONTAIN A HOOD.
- HOODIES ARE NOT PERMITTED ON CAMPUS

SECTION 4: School Supplies

Each year the school will provide a School Supplies list, and the students are responsible for purchasing all needed supplies from that list. School supplies lists are typically shared in July or August before the start of school. For the current year's school supplies list, please contact the front office at 713-613-2546 or the PTCO at stevenspto.hou@gmail.com.

SECTION 5: Drop off and Pick up Information

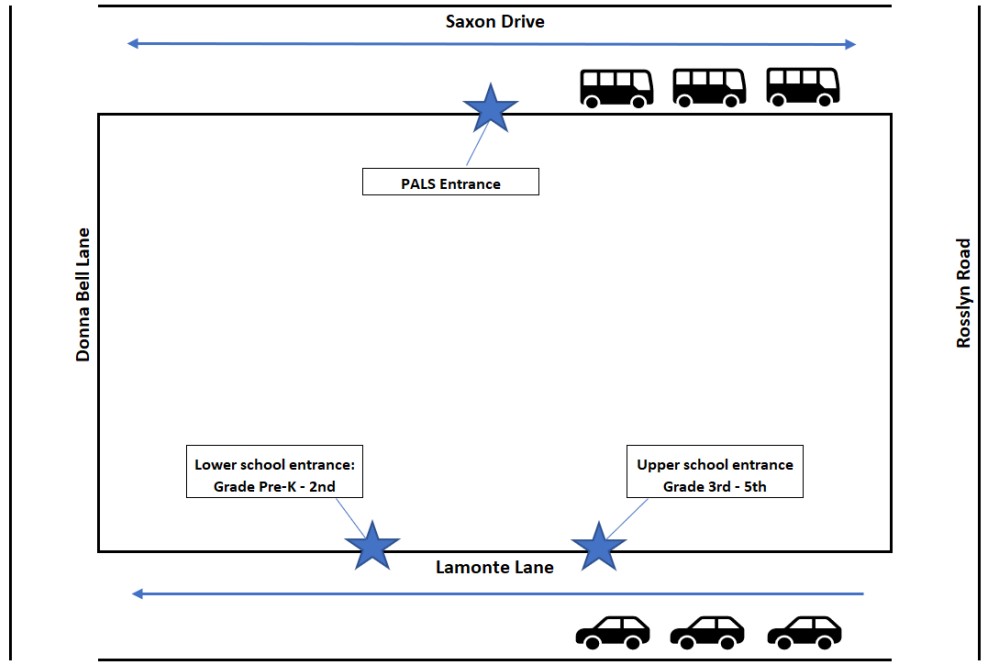
Drop off procedures

- Student drop off times vary based on grade. Gates cannot be opened to the school prior to 7:15am.
 - Pre-K through 2nd grade drop off is at 7:15am.
 - 3rd through 5th grade drop off is at 7:25am.
- Car Riders:
 - Drop off for all students is on the south side of the school on Lamonte Lane. Traffic on Lamonte becomes one-way only during drop off, flowing west from Rosslyn toward Donna Bell
 - The easiest driving approach is southbound on Rosslyn, then right on Lamonte
 - Stevens faculty are present during drop off to assist children exiting cars and entering campus.
 - The entrance on Saxon is reserved as a bus/PALS unloading zone and is closed to parent parking during drop off
- Walkers:
 - Walkers/bikers enter through one of the two gates on Lamonte Ln. Parents are encouraged to walk the child to the gate and allow their child to independently enter the school
 - Crossing guards are present at both ends of Lamonte and will control traffic for pedestrian access

Pick up Procedures

- Student drop off times vary based on grade. Gates cannot be opened to the school prior to 2:45pm.
 - Pre-K through 2nd grade pick up is at 2:45pm.
 - 3rd through 5th grade pick up is at 2:55pm.
- At the beginning of the school year, parents may elect whether their child will be considered a walker, car rider, bus rider or after care student. Children will receive a sign indicating which category is elected.
 - If a child needs to change their pickup method during the school year, the parent should notify the teacher through DOJO.
- Car rider: Parents or guardians must have a sign placed on the dash of the car
 - Pick up occurs on the south side of the school on Lamonte Lane. Traffic on Lamonte becomes one-way only during drop off, flowing west from Rosslyn toward Donna Bell
 - The easiest driving approach is southbound on Rosslyn, then right on Lamonte
 - Stevens faculty are present during pick up to assist children exiting cars and entering campus.
- Bus/PALS: Bus riders load onto buses at the corner of Saxon Dr. and Rosslyn
- Walkers / bikers: Parents or guardians must have a green sign in hand and may pick up children at one of the two gates on Lamonte Lane.
- After-care Program – Please refer to SECTION 7: After-Care Program for more information

- Parking – please be kind to the neighbors and avoid parking in driveways and yards or blocking streets and entrances / exits. Please read all signage around the school premises as some areas are no parking or for buses only



SECTION 6: Absences, Late Arrivals, and Early Departures

- Your child must be present by 9:30 am or they are marked absent for the day.
- If your child arrives after the appropriate arrival time for their grade, notify the front office and the child's teacher through ClassDojo
- Upon late arrival/early departure, please follow the guidelines on the posted flyer outside the locked gate. Picture here:

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A sign for Stevens Elementary School regarding late arrivals and early departures. The sign features a globe, a pencil, a ruler, and a blue checkmark. The text on the sign includes the school name, the title 'LATE ARRIVALS / EARLY DEPARTURE', and 'TARDY TIME - 7:45'. It instructs parents to open their cell phone camera and point it at a QR code, providing a web address: https://tinyurl.com/STEVENSTARDY. Below the QR code is a 'SCAN ME' button. The sign also includes instructions in English and Spanish to fill out a Google document to allow the student to enter or leave the building.

STEVENS ELEMENTARY SCHOOL

LATE ARRIVALS / EARLY DEPARTURE

TARDY TIME - 7:45

Open Cell Phone Camera and point at QR Code
Abra la cámara del teléfono celular y apunte al código QR

 Web Address
<https://tinyurl.com/STEVENSTARDY>

SCAN ME

Fill out the google document. Once submitted your student may enter or leave the building.

Complete el documento de Google. Una vez enviado, su estudiante puede entrar o salir del edificio.

SECTION 7: After-School Program

The YMCA supports Stevens Elementary with their after-school program and communicates with parents on their procedures via email upon registration to the program. Please use the following link to register:
https://operations.daxko.com/Programs/Redirector.aspx?program_id=29796&cid=4003.

Contact Kendra Carroll at kendra.carroll@ymcahouston.org with questions or inquiries.

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A PATH WITH A PURPOSE YMCA AFTER SCHOOL PROGRAMS

STEVENS ELEMENTARY

YMCA After School programs are more than child care. They offer structured activities that are age appropriate while encouraging a fun and active way to extend learning from the classroom. Housed in local schools, **YMCA After School Care** helps to better prepare children with skills for their future like building confidence and social awareness with a comprehensive curriculum that covers STEM, literacy, arts & humanities, social and emotional well-being, physical fitness, empathy, service learning and more.

PROGRAM FEATURES

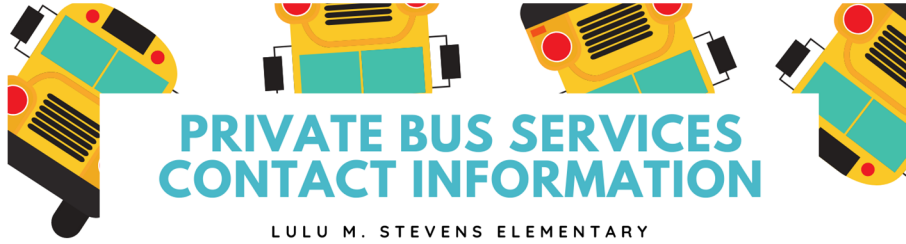
- CARING, SUPPORTIVE STAFF
- CARE ON EARLY DISMISSAL AND INSERVICE
- HEALTHY SNACKS
- HOMEWORK ASSISTANCE
- ACADEMIC ENRICHMENT
- ORGANIZED PLAY

Register now at YMCAHOUSTON.ORG.

GRADES: Pre-K - 5th grade
DAYS/TIMES: Monday-Friday, school dismissal-6:00 pm

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SECTION 8: Private Bus Services and Contact Information



PRIVATE BUS SERVICES CONTACT INFORMATION

LULU M. STEVENS ELEMENTARY
1910 LAMONTE LN. HOUSTON, TEXAS, 77018
(PHONE) 713-613-2546 - (FAX) 713-613-2541
[HTTPS://WWW.HOUSTONISD.ORG/STEVENS-ES](https://www.houstonisd.org/stevens-es)



FAMILY DURAN



Raquel: 713-598-3141
Fidencio: 713-419-0928
Fidencio Jr: 713-542-0141
Sra. Rodriguez: 713-972-5710



LUGO BUS

Yolanda: 281-701-7154
Zayra: 281-857-4979



ALCAIDE BUS

Office: 713-680-3967
Simona: 713-922-2166
Erica: 832-212-2419



TODDLER HOUSE

713-681-3422



CHILDREN'S LIGHTHOUSE

713-588-0263



SECTION 9: Breakfast and Lunch Procedures

- HISD received a grant that provides free breakfast and lunch to all students in the district. Breakfast and lunch menus are set by HISD and can be found here: <https://www.houstonisd.org/Page/68611>. Menus are set based on supply chain and are subject to change. Changes are not communicated to the school in advance.

- Students are encouraged to bring reusable water bottles to school labeled with their name. Teachers have bottled water for students if they need to refill their water bottle from home throughout the day.
- **Breakfast**
 - Breakfast is handed out to students on the way to class.
 - Students have breakfast in their classrooms
- **Lunch**
 - Students eat lunches in the cafeteria, and in 30-minute increments
 - The lunch schedules are staggered by grade level, with the youngest students eating earliest followed by older students
 - Teachers lead students to the cafeteria; they are seated in class groups.
 - One parent or guardian is permitted to have lunch with a child on Fridays only.
 - Bringing lunch and water from home:
 - Stevens is a nut free campus. Children should not bring any items containing nuts.
 - Parents can pack lunch for their child; however, using ice packs is encouraged. Students do not have access to refrigerators or microwaves to keep lunches cold or warm up food.

SECTION 10: Student Daily Schedule and Curriculum

Daily Class Schedules

This information is fluid and changes based on the year's needs. Teachers provide the classroom schedule via DOJO and communicate changes through DOJO as they occur.

Structure of Student's Day

- Students are currently self-contained in PK, K, and first grade. Second through fifth grade have more than one (typically) two teachers.
- Basics:
 - Lunch is 30 minutes a day
 - Recess is 30 minutes a day
 - Students will attend once ancillary class per day for 50 minutes. Ancillary classes may include PE, Art, Science/Social Studies, Library, Technology and Yoga.

STEAM – Science, Technology, Engineering, Arts and Math

STEAM programming is predominately imbedded into ancillary classes (Science Lab, Technology, Theatre Arts – hosted in Library). Students also have access to a

Physical Education class and Yoga class) – these class change based on campus initiatives for the year and student’s interest.

SECTION 11: Special School Events

Special days:

- Math/literacy night
- Steam night
- Field trips
- 100 days of school
- Field day
- Halloween parade
- Career day parade
- Student poster events
- Winter holiday programs
- Parent-involved holiday (Thanksgiving, Valentine’s Day) lunches
- Student-of-the-week lunches, other major regular events

Meet-the-Teacher

- Meet the teacher is essential in providing important orientation information about your child to the teacher and obtaining classroom information.
- The event typically occurs 1 week prior to the start of school. Parents are notified via email, phone call or DOJO.

SECTION 12: School Visitation/Volunteering/Donation Procedures

School Visitation

- School visits can be arranged in advance with your child’s teacher, and such visits are encouraged for various parental involvement events (reading, other special events) either at the classroom or school level.
- All visitors must sign in at the front desk and must have a valid government-issued photo ID to enter the school grounds.
- All visitors are given a visitor name tag to wear while they are present on the grounds.

Volunteering at the School

- Prior to volunteering on campus, all adults must complete the VIPS registration through HISD:
<https://www.houstonisd.org/VIPS#calendar347170/20220804/month>

Donation to Teachers/Classrooms

- Parents may donate supplies requested by the teacher as needed. Parents are encouraged to drop supplies off after 8:00AM
- All food items sent on designated party days must be store bought and individually wrapped.
- Teachers may receive gifts at parents' discretion

Donations to the School

- The PTCO coordinates donations to the school. Donations may be made online through the PTCO Garden of Giving site, via check made payable to Stevens Elementary PTCO, or through PayPal to stevenspto.hou@gmail.com.

SECTION 13: Parent-Teacher Community Organization (PTCO)

PTCO Information

- The PTCO is a group of parents, teachers, and community members with a passion for supporting Stevens Elementary. The PTCO coordinates a variety of initiatives throughout the school year focused on teacher appreciation, student development, campus beautification and fundraising.
- Meetings are held every two months and may be attended by anyone interested. Meetings are typically communicated through a monthly newsletter and the PTCO's Facebook page. To sign up for the newsletter, send an email to the address below.
- PTO Contact information:
 - Website: www.stevesptco.com
 - Email: Stevenspto.hou@gmail.com
 - Facebook: <https://www.facebook.com/STEVENSPTO>

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