



Parent and Student Handbook
2022 -2023

Keoshya Dunn, Principal

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Lawson Middle School

Parent/Student Handbook 2022-2023

Keoshya Dunn, Principal

Demetra Hayes, 6th Grade Assistant Principal

Danishea Hill, 7th Grade Assistant Principal

Nevert Blaylock, 8th Grade Assistant Principal

William Tucker, 6th Grade Teacher Specialist

Darrell Manigo, 7th Grade Teacher Specialist

Kori Weathers, 8th Grade Teacher Specialist

Kala Batiste, Literacy Specialist

Raquel Willrich, Literacy Specialist

Rashida Lewis, Math Teacher Specialist

LaTwanna Wade, Exceptional Services Department Chair

Antoinette Lige, Exceptional Service Teacher Specialist

If you have difficulty accessing the information in this document because of a disability, please contact the campus.

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August 22, 2022

Dear Students and Parents,

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. For Lawson Middle School to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <https://pol.tasb.org/Home/Index/592>. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2022-2023 school year. An up-to-date version will be maintained online at <https://www.houstonisd.org/lawsonms>. Lawson Middle School will provide notice of changes through campus mail and/or call outs. We will also utilize our social media platforms to keep our families informed. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact me at 713-434-5600.

Sincerely,

Keoshya Dunn,
Principal

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Board of Education

- Patricia Allen, District IV
- Kendall Baker, District VI
- Judith Cruz, District VIII, President
- Katherine Blueford-Daniels, District II, Second Vice President
- Daniela Hernandez, District III
- Elizabeth Santos, District I, First Vice President
- Sue Deigaard, District V, Secretary
- Bridget Wade, District VII
- Myrna Guidry, District IX, Assistant Secretary

The Board of Education is the official policy-making body of the Houston Independent School District. The nine trustees, elected from separate districts, serve staggered four-year terms. The board holds public meetings at 5:00 p.m. on the second Thursday of every month in the HISD Board Auditorium, 4400 West 18th Street. Agendas and meeting notices are available online at <http://www.houstonisd.org/domain/7947>.

Communication in the District

Child Protective Services.....	800-252-5400
Family and Community Empowerment (FACE).....	713-556-7290
HISD Information Center.....	713-556-6000
Parent and Community Assistance Office.....	713-556-7121
South Area Schools Office.....	713-556-4447
Transportation.....	713-613-3040

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Grade Level Administrator
3. Principal
4. School Support Officer
5. Superintendent Area
6. Superintendent
7. Board of Education

Most questions can be addressed at the building level. If further assistance is needed, contact the Parent Community Assistance Office at (713) 556-7121 or at ParentAssistance@houstonisd.org

Notice of Nondiscrimination and Prohibition of Harassment

It is the policy of the Houston Independent School District to comply fully with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no student shall be discriminated against, or harassed, on the basis of by age, race, color, ancestry, national origin, sex, handicap or

disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

The policy of Houston ISD is that all students and employees shall be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken very seriously by students, faculty, staff, administration, and parents. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

Certain information about students is considered directory information and will be released in accordance with federal laws, Board policies and guidelines. A parent must notify the District in writing within a designated time period if he or she objects to the release of directory information about his or her child. Understand that once information on your child is included in student publications, district publications, yearbooks or on the district's website or social media, it may be subject to public release.

Directory information for Houston ISD students has been classified into three separate categories:

1. Items for use only for school-sponsored purposes.
2. Items for use for non-school-sponsored purposes; and
3. Items for all other purposes.

School Use

For the following school-sponsored purposes—all District publications and announcements— directory information shall include student name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student.

Non-School Use

For the following non-school-sponsored purposes—

1. Directory information of current and former students may be released upon request to publicly elected officials in Texas. Directory information released to publicly elected officials may include student name, address, telephone listing, major field of study, participation in officially recognized activities and sports, dates of attendance, and the most recent previous school attended by a student.
2. Directory information of former students may be released upon request to alumni groups and student reunion committees. Directory information released to alumni groups and student reunion committees may include student name, address, telephone listing, dates of attendance, and the most recent previous school attended by a student.

All Other Purposes

For all other purposes, directory information shall not be released

Lawson Middle School

Lawson Middle School is located in Southwest Houston in the heart of the Hiram Clarke Community. Lawson is a whole school Fine Arts Magnet Program..

Lawson serves grades 6th, 7th & 8th. Each grade level has its own Assistant Principal. 6th grade is housed on the first floor, 7th is housed on the second floor, and 8th is housed on the 3rd floor.

Positioning Statement

Lawson is the prominent middle school for Fine Arts because LMS offers a competitive performing and visual arts program, advanced Pre-AP courses, college and career awareness through AVID and CATE, intervention and tutorials in a small group setting in order to bridge academic gaps and promote scholar success.

Vision

Lawson Middle School will foster a safe, respectful, and positive culture inspired by a compassionate staff that focuses on the whole learner by providing a social and emotional foundation along with rigorous and engaging academic instruction.

Mission

At *THE* Audrey H. Lawson Middle School, we are devoted to **loving, serving, and caring** for all stakeholder's social, emotional, and academic needs as we continue to elevate our learning community. By intertwining the heart work and the hard work, we will focus on integrating digital tools into the daily learning of our scholars to maintain a standard of excellence in the virtual and brick and mortar setting. Employing these attributes will enhance student achievement and continue to strengthen the development of our community.

School Motto

Be a Learner. Be a Leader. Be Legendary

Contact Us

Address

14000 Stancliff St
Houston, Texas 77045

Main Office Phone

713-434-5600

Main Office Fax

713-434-5608

School Website

<http://www.houstonisd.org/LawsonMS>

Hours of Operation

Office Hours

8:00 a.m. to 4:30 p.m.

School Hours for Students

8:30 a.m. to 4:00 p.m.



LMS BELL SCHEDULE

2022-2023 Bell Schedule

Time	Activity	# of minutes
8:15 AM	Teachers on Duty	
8:25 AM	Student Bell Rings	5 minutes
8:30 AM Tardy Bell Rings		
8:30 – 9:00 AM	Advocacy	30 minutes
9:00 – 9:05 AM	TRANSITION	5 minutes
9:05 - 10:10 AM	1 st Period	65 minutes
10:10 – 10:15 AM	TRANSITION	5 minutes
10:15 – 11:20 AM	2 nd Period	65 minutes
ADA 10:30 AM		
11:20 – 11:25	TRANSITION	5 minutes
11:30-1:45	3 rd Period	135 minutes/30-minute lunch (105 instructional)
11:30 AM-12:00 PM	7A & 7B POD Lunch	
12:05-12:35 PM	7C, 8B, & 8C POD Lunch	
12:40- 1:10 PM	6A, 6B, & BSC POD Lunch	
1:15 – 1:45 PM	8A, Hunt, & Whitmore	
1:40-1:45	TRANSITION	5 minutes
1:45 – 2:50 PM	4 th Period	65 minutes
2:50-2:55	TRANSITION	5 minutes
2:55 – 4:00 PM	5 th Period	65 minutes
4:00 PM	Teacher Dismissal	

Be a Learner. Be a Leader. Be Legendary.

School staff members are not responsible for the supervision of students who arrive at school before 7:45 a.m. or for students who remain after 4:15 p.m. and are not involved in a supervised activity.

General Information

After-School and Evening Events

Students are encouraged to attend after-school and evening events if permitted to do so by a parent. A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Arrival and Dismissal of Students

Students may arrive at school at 7:45 a.m. Students are to report to the designated areas when admitted into the building.

8 th Grade	GYMNASIUM
7 th Grade	CAFETERIA
6 th Grade	AUDITORIUM

All students are to be in class by 8:30 a.m. Staff are on duty to help children that may need additional assistance.

PLEASE NOTE: IN THE INTEREST OF STUDENT AND STAFF MEMBER SAFETY AND BUILDING SECURITY, LAWSON IS A CLOSED CAMPUS. ALL VISITORS MUST REPORT TO THE MAIN OFFICE FOR ALL REASONS TO SIGN IN AND RECEIVE A VISITOR'S BADGE TO PROCEED INTO THE CLASSROOM AREAS – NO EXCEPTIONS

DRIVING, PARKING, AND PEDESTRIAN SAFETY: Please obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please follow these rules:

- Do not use a cell phone while driving in the school area. Distracted driving presents a danger to car riders and pedestrians alike.
- Adhere to the school speed zone limit of 20 mph.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- Cars should not block intersections at any time.
- No child will be allowed to cross the street in the middle of the block.
- Do not make U-turns on streets around the school.
- Do stop while school buses are stopped to load and unload students.
- When dropping off or picking up students, stop your car on the right-hand side of the street and have your children get in and out of the car on the curbside.
- When crossing the street, students should do so at the crosswalk.
- Do not park your car in areas marked "No Parking". It poses a safety risk to students and police give tickets in these areas.

Appointments / Early Departures

We encourage you to schedule your child's doctor and dental appointments around school hours and advise you to keep early departure requests to a minimum. The last minutes of a class day are as important as the first minutes of the day. Teachers use this time to summarize and recap what was learned during the day. They also use the time to organize information for homework. It is very important that children complete the day with their classes.

If scheduling an appointment before or after school is not possible, you must: Come to the main office to sign out your child in order for your child to be released. Your name must appear on the enrollment card. Present a picture I.D. If your child is cleared by the doctor/dentist to return the same day to school, present the doctor/dental note upon return. Early releases will be monitored by the attendance office. A pattern of regularly leaving the school early is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child.

In order to help us ensure the safety and security of our children, students will not be released after 3:30 p.m. Students will only be checked out to adults who are listed on the enrollment form. Students who leave campus before dismissal will not be called to wait in the front office before parent/guardian arrives. If an emergency requires that your child be released to someone else, you must provide written notice. Students will not be released to anyone under the age of 18.

Attendance and Tardies

Lawson is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical part in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter states the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance.

The official attendance for the day is taken at 10:30 a.m. A student who is not physically on campus at 10:30 a.m. is absent unless they present official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional.

Attendance Guidelines:

1. Daily Absence Reporting:

- a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- c. The school encourages parents to schedule doctor and dental appointments after school hours.

- d. Excessive absences can result in an automatic retention, non-renewal of transfer and/or court action for you and your child.
 - e. Notes received after 3 days will automatically be considered unexcused.
 - f. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.
2. **Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving to class after 8:35 a.m. without proper authorization is considered tardy. A student arriving late to school must report to the office for a tardy pass **with their parent.** Students who are frequently tardy may be subject to disciplinary measures. A pattern of regular tardiness is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child.
3. **Excused Absences:** The only acceptable excuses for an absence to be excused are:
- Personal illness (fever, vomiting or diarrhea)
 - Dental or doctor appointments (note required from physician)
 - Death in the family
 - Quarantine
 - Weather or road conditions making travel dangerous
 - Emergencies or any unusual circumstances recognized by the principal
 - Observance of religious holidays
 - Health services provided to Medicare-eligible students
 - School sponsored or school sanctioned activities away from the campus (no parent note required)
 - Court appearance of the students-documentation required

When we receive notes from parents with acceptable reasons for absence or notes from a doctor on their stationery, these absences are considered excused absences. Excused absences will cause a student not to have perfect attendance but will not be considered truancy unless there is an extreme number.

Written excuses from parents will only be accepted for 3 absences to be counted as an excused absence. Written excuses from your child's doctor will only be accepted for 5 absences to be counted as an excused absence.

If you need any additional absences to be counted as excused absences, the parent will need to meet with the Principal or School Nurse to have them excused; otherwise, they will count as unexcused absences.

4. **Unexcused Absences:** Family vacations and midyear trips are unexcused. Please plan your family vacations/trips around the 2022-2023 school calendar. Research shows that loss of more than five days of school could greatly impact social and academic achievement. All other reasons will be considered an unexcused absence if not approved by the principal.

Every moment is a learning moment when your child is at school. We work to make the most of your child's educational experience when they are here.

Compulsory School Attendance Laws

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student 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 or parts of a day in a six-month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the Compulsory School Attendance laws.

Perfect Attendance

Perfect Attendance will be awarded at the end of the school year to students without any absences and tardies.

Breakfast, Lunch and Snacks

Lawson offers a state- and federally approved breakfast and lunch program. Menus can be found on the district website.

Breakfast is currently free for all Lawson students and is provided between 8:00- 8:25 a.m. during morning arrival.

Lunch is currently free for all Lawson students during the student's lunch period.

Students may also bring lunch. Please label lunch boxes with your child's name.

PLEASE NOTE: ALL OTHER OUTSIDE FOOD, EX. SODA AND FASTFOOD LUNCHES ARE DISCOURAGED.

Free and Reduced Lunch:

Students may be eligible for free or reduced-price lunch based on federal income guidelines. Forms are available in the school office and on the district website. Surveys must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise. Disclosure of free and reduced-price meal application and eligibility information will be limited in accordance with applicable law.

Breakfast: Monday through Friday 8:00 a.m. to 8:25 a.m.
(*Students who arrive after 8:25 a.m. may not be served breakfast*) *

FEDERAL CAFETERIA GUIDELINES

- Food cannot be shared (siblings, parents and classmates may not eat off each other's plates).
- Food may not be taken out of the cafeteria.

Calendar

Please refer to the 2022-2023 Academic Calendar for important dates such as holidays and report card dates. Texts, call outs, and the school marquee will have important dates as well.

Cancellations and Emergency Closings

Make a plan for rainy or "bad" days. Be sure that your child is familiar with your plan and can follow it. **Please do not call the school office with instructions and messages. This should be handled in advance.**

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio and television stations. **Please do not telephone the school**, the Police Department or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please do not plan to call the school with last minute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed. You may also contact the Inclement Weather Hotline at 713-556-9595 or go to www.houstonisd.org for any postings of inclement weather closures.

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.**

District Announcements via School Messenger:

Take control of how you are notified about meetings, events, and other district news at HoustonISD.org/SchoolMessenger. Select how you want to be communicated with – calls, texts, or emails. Keep your contact information updated. Make changes to your settings at any time. Mobile users: Download the free School Messenger app to have notifications at your fingertips.

Cellphone/Electronics

Students are allowed to have a cell phone in their backpack and can only be used to communicate with parents before school while in common areas from 7:45 – 8:20 a.m., during their scheduled lunch time while in the cafeteria, and after school starting at 4:00 p.m. Cell phones and other electronics are not allowed to be on or used during the school day. Cell phones and electronic devices that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The parent will be contacted by either the teacher or an administrator. The student's parent will have to come to the office to retrieve the phone by paying a \$15.00 fee as stated in the Code of Student Conduct to pick up phone. **The school will not be responsible for lost cell phones and other electronic devices.**

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, headphones, and iPods/iPads may be in the student's possession as long as the device remains off and is not visible/heard during the school day. The school district will not be responsible for lost or stolen items.

Any cell phone usage, picture-taking or text messaging is prohibited during school hours.

After 30 days, the principal or other administrator will notify the parent of intent to dispose of the device. Any electronic device not claimed will be sent to HISD Property Management for disposal.

Note: Lawson is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

Cell Phone During Testing

Teachers will collect all student cell phones, label, and secure them in a large zip lock bag until the end of testing. Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of this decision. Students will not be allowed to make up any portion of his/her assessment missed due to this infraction.

Change of Address/Telephone Number

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes.

Civility Policy

Lawson has adopted a civility policy (Board Policy GKA). The policy relates to the use of respect and courtesy in relationships and communication among school officials, students, parents, and members of the public. A copy of Board Policy GKA is available for review in every school building and on the district's website. The purpose of the policy is to maintain,

to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is

- 1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and
- 2) directed toward employees, students, parents, patrons, visitors, or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to:

- 1) use of profanity
- 2) personally, insulting remarks
- 3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic
- 4) behavior that is out of control.

Students who violate this policy may be disciplined. **Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.**

Communication

Teachers will communicate with parents via telephone, e-mail, school agenda/notes, or personal contact. You are always invited to schedule a conference with your child's teacher during their conference period. Remember not to interrupt your child's teacher during their instructional time as they are responsible for all children's learning.

Custody

If you have legal/primary residential custody of your child(ren), we need to have the most current copy of your custody papers on file. If at any time you feel that a problem may occur, we need to have knowledge of this in the school office. This is the only way we can be of any help in preventing additional problems from happening at school.

Deliveries to School / Forgotten Items

Occasionally, as students exit their cars in the morning, they realize that they have forgotten a lunch, backpack, instrument, etc. You may leave those items with the front office, and we will ensure your child receives it.

Items (homework, lunch kits, etc.) forgotten in the classroom after dismissal may not be retrieved until the following day due to safety concerns and encouraging student responsibility for items.

Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. **Please don't make a habit of dropping off lunch every day for your child.**

Dress Code

The faculty and staff of Lawson expect students to come to school each day dressed appropriately to ensure focus on learning, health, and safety for everyone on campus. Each student's appearance should always reflect a positive image of the school on campus and while representing Lawson at school related activities. Our campus values and needs the support of parents in upholding our dress code. The following guidelines outline appropriate dress for all students.

Bottoms:

Standard uniform pants, skirts, skorts, or jumpers in **khaki, black or blue jeans**.

- Cargo, distressed jeans, jogging, sweat, athletic and leggings are not permitted.
- Trousers must be worn at waist level.
- Underwear may not be visible above the waistband of the trousers.
- Belts must be worn if pants are not fitted at the waist (sagging pants will not be tolerated)

Tops:

All tops must be short or long sleeve uniform polo type shirts in **red (6th), black (7th), or gray (8th)**

- Solid colored turtlenecks and/or undershirts (red, black, gray, or white) may be worn in cold weather with the appropriate uniform shirt.
- Lawson spirit shirts are available through the Main Office.
- Spirit t-shirts may be worn on Fridays with denim bottoms.
- College shirts may be worn on Wednesdays with denim bottoms.

PLEASE NOTE: HOODIES ARE NOT PERMITTED ON CAMPUS

Shoes:

Safe shoes must always be worn and must be appropriate for all school activities

- **For safety reasons, sandals, opened toed, or backless shoes are not allowed**
- **Additionally, tennis shoes with wheels are not permitted**

IDs:

IDs are part of the daily uniform and must be worn on the provided lanyard around the students neck daily.

New students:

Students who come to Lawson after the school year has started will have two weeks to follow dress code requirements.

Dress codes are implemented to promote school safety and minimize distractions. Please see the Student Code of Conduct for actions that may be taken for disregarding the school dress code. Students who fail to comply with the standards may be warned, parents will be contacted to provide an alternate article of clothing if available or disciplined as determined appropriate by the principal. For students needing assistance, contact our main office 713-434-5600.

Emergency Drills

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places students may be located during most crisis or natural disasters.

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of the district and Fire Marshall. Evacuation routes are posted in each room.

You will be notified of crisis situations. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. **By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.**

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware that staff and children will be prepared in case of an emergency.

Enrollment Information Sheet

An enrollment information sheet for each student must be on file in the office. If there is a need to contact you during the day, school personnel will use the telephone numbers listed. **If there is a change of address or telephone number during the school year, please notify the school office.** It is very important for the safety of our students that the parent's home, business, and emergency numbers are kept current during the school year. **By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.**

Excused Participation from Physical Education Classes/Dance

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

Field Lessons

Field lessons will be arranged by the teacher as an extension of the school curriculum. All students are expected to participate in the field lesson as it is a learning activity. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled fieldtrip. A parent may be required to accompany their child on the field lesson if the teacher has concerns regarding the student's ability to stay with the group or follow directions. Our group represents the school while on field lessons; therefore, the appearance and conduct of everyone should be exemplary. School uniforms are required for field lessons.

Chaperones for Field Lessons:

Assisting teachers with field lessons is an important part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. All chaperones must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to any field lesson according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year. Parents are responsible for updating their status yearly. There is no rollover from year to year. **You must go through the volunteer enrollment process each school year.**

Adults must ride school buses and pay applicable bus and admission fees as required. Parents may drive personal vehicles to field lessons, but those parents may not act as chaperones for other children on a field lesson. Appropriate attire must be worn that is conducive to a school setting. Parents may not bring siblings or other family members or friends on field lessons. Parents on field lessons are there as chaperones to support the classroom teachers. Parents are not to take their child or any children away from the group or outside of the teacher supervision. **Parents are not allowed to take their child home after a fieldtrip, students are to complete the full instructional day and be dismissed at 4:00 p.m.** The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

Grading System

PowerTeacher Pro: HISD uses a web-based grading system called PowerTeacher Pro. Parents can use this tool to monitor their child's academic progress throughout the school year. To register for these services, go to www.houstonisd.org and click on the Parents tab. There is a banner at the top of the page titled Parent Student Connect. From here you can register as a first-time user, log-in, or seek help. To register, you will need to have the following information: parent first and last name, student ID number, student address, student date of birth, and the last five digits of the student social security number. If the child does not have a social security number, or if this information has not been provided to HISD, use the last five digits of the "SNumber" provided to your child. Please call the school if you do not know this number.

Progress Reports:

Progress reports are sent to parents six times during the year; the third week of the six-week cycle. This type of progress report charts a child's growth along a continuum, instead of comparing a child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements. Students in sixth-eighth grade receive a letter and number report card. The grading is as follows:

Academic subjects

90-100 A = excellent
80-89 B = good; above average
75-79 C = satisfactory; average
70-74 D = below average
below 70 F = unsatisfactory; failing

Conduct

E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

Conferencing with the teacher is strongly recommended anytime a student's progress is unsatisfactory.

Reports Cards:

A report card will be sent home at the end of each six weeks with each student.

Report cards are not mailed home.

Principal's List Recognition

Lawson recognizes Principal's List as defined below.

- Students must be graded in all ACADEMIC SUBJECTS.
- Students must have all "As" with an "E" in conduct on the 6-Week Cycle Report Card.

Honor Roll Recognition

Lawson recognizes Honor Roll as defined below.

- Students must be graded in all ACADEMIC SUBJECTS.
- Students must have all "As" and "Bs" with no more than two "Bs" and with an "E" or "S" in conduct on the 6-Week Cycle Report Card.

Promotion Standards:

Each student is required to meet state and district-required academic promotion standards before being promoted to the next grade. These include grades, passing Standardized tests, and meeting standards on a norm-referenced test. Your child's teacher can explain these requirements to you. In addition, the standards can be viewed online at www.houstonisd.org information will also be sent home with students. **Students may also be retained due to excessive absences to be sure your child is at school every day.**

Hall Passes

To ensure a safe and secure learning environment, students who need to leave the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

15/15 Policy:

To ensure instructional time is maximized, Lawson adheres to a 15/15 policy. No student will be allowed to leave the classroom for any reason during the first and last 15 minutes of the class period.

If your child has a medical condition which requires frequent restroom breaks, it is highly recommended that you provide medical documentation to the school nurse.

Homework

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend.

Lost and Found

Many items are carelessly left in the building. All unclaimed articles are placed in the lost/found area in the building. Your child should check with his/her grade level office for any lost articles. These things may be reclaimed upon proper identification.

All unclaimed items are given to charity in December and in May.

Medical Information

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day. School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. In order 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 original pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will:

- be sent home if fever is 100 or above
- be sent home if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 10:30 a.m.

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

If necessary, the HISD medication permission form may be requested from the nurse.

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 pupils and personnel in the Houston Public Schools

Acquired Immune Deficiency Syndrome (AIDS)	May remain in school unless a medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others.
Chicken Pox	May return to school on the seventh day after the appearance of eruptions if temperature normal and no complications, no moist lesions.
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 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.
Measles (Rubeola)	Return to school 4 or 5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic-type)	Exclude until statement from physician that person is non-infectious. No restrictions on contacts.
Mononucleosis (Infectious)	Exclude until recovered or released by physician. Contacts no restrictions.
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal. Contacts, no restrictions.
Conjunctivitis (Pink eye)	Exclude until recovered, or physician's statement that person is non-infectious.

Poliomyelitis	Exclude until release by physician. Contacts, no restrictions.
Ringworm of scalp	May attend school provided under treatment by a physician. Contacts, no restrictions.
Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever Scarlatina "Strep" sore throat	Exclude until released by the physician. Contacts no restrictions. (Usually, 24 hours from date antibiotic treatment begun).
Tuberculosis	Exclude until released by a physician. Household contacts must have release from physician.
Pertussis (Whooping Cough)	Exclude until free of cough or until released by physician. Contacts, no restrictions.
COVID-19	Notify the campus Nurse.

Parent and Adult Dress Code

Parents and other adults coming onto campus need to be appropriately dressed. Remember that we are children's role models and what may be appropriate at home may not be appropriate in the school setting. If an individual is dressed inappropriately, they will be asked to leave the campus and change before returning.

Parent-Teacher Conferences

Teachers are responsible for instruction and the supervision of students during school hours. **To ensure there is maximum instructional time, Lawson maintains a no interruptions policy within each classroom.** Generally, teachers are not available to meet with parents/guardians outside of scheduled planning times. We encourage consistent communication with parents and staff. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet. Whenever possible, please use email to communicate with your child's teacher. Teachers are expected to return your call/email with a 48-hour turnaround.

Parent Meetings:

There are many parent meetings that take place over the course of the school year. Being a participant in these meetings will further enhance the parent/teacher/school relationship.

Communication concerning the dates of the parent meeting will be provided via social media platforms, school messenger, and school website.

Parking

Parking is permitted in the teachers' parking lot. Please heed NO PARKING signs posted and respect areas designated as "Handicap Parking".

Payment of Fees

When paying for pictures, school sponsored fundraisers, or other school activities, please submit payment in exact cash. **Change may not be readily available.** Set up a SchoolPay account for your student at www.schoolpay.com. SchoolPay uses debit/credit cards contact the main office for more information.

Personal Property

Lawson is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be secured in the backpack. Examples of personal property include but are not limited to, purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks, and book bags.

PTA

Lawson invites every parent or family member of a Lawson student to be a member of the PTA. The PTA is involved in a variety of events designed to support the school and its endeavors. This is a great opportunity for students to see their parents support their learning community and become involved in their education.

Request for Records

Parents may request records from the school. Requests should be made in the office and the parent should allow 48 hours for the school to respond.

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to the Main Office or to an administrator, such situations include, but are not limited to threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

School Supplies

Lawson will provide each student the supplies necessary for him or her to successfully function in the learning environment. If you have questions concerning school supplies, please contact the main office.

Shared Decision-Making Committee (SDMC)

The Shared Decision-Making Committee is an advisory group composed of four classroom teachers; two other professional staff members; one non-professional staff member; two parents; two community members; one business leader chosen by the principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement.

Meetings are held throughout the year and minutes are available to all parents and interested community members on Lawson's website. We are always looking for parents who want to serve on this committee. If you are interested, contact the principal.

Special Education/Exceptional Services

504 Services:

Section 504 protects qualified individuals with disabilities who do not qualify for services under Special Education. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

RTI/IAT:

Process for delivering scientifically based instruction and interventions to facilitate student learning of academics and behavior.

- All children are taught using high-quality instruction in the general education setting.
- Intervention occurs early when learning and behavior problems are small using universal strategies.
- To meet student academic and behavioral needs we apply graduated levels of interventions (tiers).
- Progress is monitored, and all decisions are based on the student's data.

Dyslexia:

Individuals with dyslexia often need special programs to learn to read, write, and spell. For these students, Lawson provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the simultaneous use of visual, auditory, and kinesthetic- tactile pathways to enhance memory and learning of written language.

Student Media Consent and Release

Throughout the school year, the district or school might print, photograph, or video students for use in efforts to promote HISD's activities and achievements. Examples might include but are not limited to:

- Materials to train teachers and/or increase public awareness of HISD schools through digital and print media
- A special event or program at a school might be covered by a newspaper or radio/television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or the districts newsletter
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact your child's school to complete the Student Media Consent and Release Form.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses). These online services are used only as an extension of the student's learning and classroom activities. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Students on Premises After School

All students must leave the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. **Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.**

Telephone Usage

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not called to the phone. Since office telephones are constantly in use for school business, students may use the grade level office telephone to call home when there is an emergency.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all school activities.

Use of School Cameras

There are school cameras in use in a number of locations throughout the school. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Visitors to the Building

We encourage parents and the community to visit our school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). No visitors are allowed on campus during secure testing such as STAAR administrations.

Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building, **the visitor, including parents, must register by presenting a valid, state-issued ID to the school's office staff.** Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay. Please return your pass when leaving the building so that you may be logged out of the system.

NOTE: Anyone other than Lawson students and staff entering the building is considered a visitor and must sign in at the office. This includes district visitors, vendors, contractors, and or parents employed through HISD.

Volunteering at Lawson

Lawson's volunteers make valuable contributions to our school. Parents, guardians, grandparents, and community friends are encouraged to be volunteers at our school. All interested persons must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to serving as a volunteer according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year.

Parents are responsible for updating their status yearly. There is no rollover from year to year. You must go through the volunteer enrollment process each school year.

Volunteers are used in reading programs, in the offices or cafeteria, in the teacher's workroom to prepare materials for teachers, for field trips, and with Lawson projects as well

as other areas of need. Once cleared through VIPS, sign in at the office upon your arrival and get a Volunteer badge to wear. Always record the amount of time you volunteer. Our goal is to have every parent and family involved in our school!

NOTE: Volunteers may not discuss any confidential information such as student progress or discipline issues of students who are not their own children. Volunteers must follow all district policies and regulations when on campus. Violations of policy can result in the loss of the ability to volunteer.

Walking, Riding Bikes and Riding Skateboards

Due to safety concerns, skateboards, skates (including shoes with rolling wheels such as “wheelies”) and scooters are not allowed on school property before, during or after school. However, should it become necessary for a student to ride a bike to school, the student must obey the same rules as a motorist, and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. **The district and the school are not responsible for the theft of or damage to a bicycle parked on school property.**

Withdrawing a Student

As a courtesy, please call the office at least two business days in advance of withdrawing a student from school. Bring the forwarding address and phone number if available. You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school

Cafeteria Expectations

The same general rules for behavior apply in the cafeteria as in the classroom. Students can talk quietly and may leave their table only when excused.

- Always walk quietly when entering and leaving the cafeteria.
- Keep hands to themselves.
- Pass through the lunch line only once.
- Students should leave tables, seats and floor clear of paper and trash.

School-Wide Expectations

All students are expected to obey the following rules as stated in the Student Code of Conduct which states that students will:

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students

- by walking in the hallways and outside corridors.
- by adhering to Level O-1 in the hallways and outside corridors
- by keeping their hands and feet to themselves
- by using appropriate language
- by wearing a school uniform

- by NOT bullying or threatening others with words or actions

Participate in instructional activities to the best of their ability

- by being present in class by 8:30 a.m. and on time to ALL classes
- by completing all class work and homework assignments
- by working cooperatively on class and/or team assignments
- by a critical thinker and an active participant in the learning

Respect school property

- by keeping the building, furniture, and grounds clean and in good working order

Know the Zero Tolerance Policy and immediately report any infractions to the school personnel.

Students may not bring or use laser pointers, electronics or toys that cause disruption to the classroom.

PARENT/STUDENT HANDBOOK

MANUAL PARA PADRES/ESTUDIANTES

Students and parents are expected to become familiar with the provisions of the Parent-Student Handbook and the rules and regulations adopted and implemented by the Houston Independent School District.

Todos los estudiantes y sus padres deben familiarizarse con las directivas del Manual para Padres/Estudiantes y con las reglas y normativas adoptadas e implementadas por el distrito escolar.

You may access the entire *Parent/Student Handbook* online at www.HoustonISD.org/LawsonMS or by requesting a copy at the front office.

El Manual para Padres/Estudiantes completo se encuentra en www.HoustonISD.org/LawsonMS y es posible además obtener una copia impresa en la recepción de la escuela.

**Parent and Student Acknowledgement and Optional Request for Printed Copy of the
Parent/Student Handbook Confirmación de recibo del Manual para Padres/Estudiantes y Opción de
Solicitar una Copia Impresa**

_____ **No, I do not want a printed copy of the Parent/Student Handbook, as I will access it online at www.HoustonISD.org/LawsonMS.**

No, no necesito una copia impresa del Manual para Padres/Estudiantes ya que lo consultaré en línea en www.HoustonISD.org/LawsonMS.

_____ **Yes, I do want a printed copy of the Parent/Student Handbook.**

Sí, quiero tener una copia impresa del Manual para Padres/Estudiantes.

It is important that every student understands the *Parent/Student Handbook* and is expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in it. By signing below, the parent and student acknowledge that they understand how to access and obtain a printed copy of the *Parent/Student Handbook*. These signatures also certify that both parent and student accept their responsibilities as described in the *Parent/Student Handbook*.

Es importante que todos los estudiantes entiendan el Manual para Padres/Estudiantes y que sus padres o tutores les exijan que sigan las reglas y directivas establecidas en él. Al firmar al pie, los padres y el estudiante afirman que comprenden cómo lograr acceso al Manual para Padres/Estudiantes en línea y cómo obtener una copia impresa. Las firmas certifican también que tanto los padres como el estudiante aceptan las responsabilidades descritas en el Manual para Padres/Estudiantes.

Student Last Name <i>Apellido del estudiante</i>	First Name <i>Nombre</i>	Grade <i>Grado</i>	Student ID Number <i>Núm. de identificación estudiantil</i>
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Student Signature <i>Firma del estudiante</i>	Date <i>Fecha</i>
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Parent or Guardian's Signature <i>Firma del padre o tutor</i>	Date <i>Fecha</i>
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