

E. A. “Squatty” Lyons Elementary School



. . .Where Excellence is Expected!

Student Handbook

2022 – 2023

800 Roxella
Houston, Texas 77076

Office: (713)696-2870

Fax: (713)696-2877

Web: <http://www.houstonisd.org/LyonsEs>

Olivia A. Cásares

Principal

Nekia Petry

Assistant Principal

Nestor E. Londoño

Dean of Instruction

*This agenda belongs to:
Este manual le pertenece a:*

NAME/NOMBRE:			
ADDRESS/ DOMICILIO:			
CITY/TOWN/ CUIDAD:		ZIP CODE:	
PHONE/TELÉFONO:			
TEACHER/MAESTRO(A):			

MISSION STATEMENT

Our mission is to provide an education that allows students to obtain excellence in all areas of their lives.

LYONS SCHOOL SONG

Words by Lisa Harrison

*Hail our Lyons
Hats off to thee*

*To our colors
True we will ever be*

*Purple and gold
United we stand*

*Winning ever, losing never
Pulling for our school together
Lyons, we think you're grand*

*Roar, Roar – Roar, Roar, Roar
Roar, Roar – Roar, Roar, Roar,
Roar, Roar – LYONS!!!!*

LYONS CREED

I will do my best to obey the school rules, to help other people at all times, and keep myself physically strong, mentally awake and morally straight.

STUDENT DRESS CODE

In order to maintain high standards, create an atmosphere conducive to learning and promote good grooming habits, the following guidelines have been agreed upon:

1. Students should be fully clothed, neat, and clean at all times.
2. Students must wear shoes for their own safety and protection. Thongs, slippers, flip-flops, house shoes, sandals, heels, and high heels are not appropriate.

TENNIS SHOES *MUST* BE WORN ON P. E. DAYS.

1. Overalls must be worn with straps on the shoulder and a shirt underneath.
2. Mini-skirts and mini-dresses are unacceptable. Skirts/skorts length must be no shorter than 3 inches above the knee.
3. Pants and shorts should have “pinching room”; that is, they should not be skintight. Leggings and bicycle shorts may not be worn. Shorts must be no shorter than 3 inches above the knee.
4. T-shirts, tops, blouses, shirts, etc. must be free of inappropriate graphics, pictures, and wording/language. Clothing with mesh/net that exposes midriff or back is not permissible
5. Hair must be neat, clean and well-groomed. No hats, hairnets, rollers, caps, hoodies or head coverings will be worn inside the building or classrooms.
6. Items of value (sentimental or monetary) should not be brought to school. Administration and staff will ***NOT*** investigate reports of lost or stolen jewelry, phones, electronic games or devices.

IN THE EVENT DRESS CODE VIOLATIONS ARE NOTED:

- * **STUDENTS WILL NOT BE ADMITTED TO CLASS.**
- * **PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING.**

LYONS ELEMENTARY SCHOOL PROCEDURES AND INFORMATION

ARRIVAL AT SCHOOL

SCHOOL HOURS 7:30 – 3:00

1. Pre-Kindergarten, Kindergarten, PALS, and SLL students arriving before 7:30 a.m. are to go to the cafeteria and wait to be released to their classrooms.
2. Students in First through Fifth grades arriving before 7:30 a.m. report to the multipurpose room and wait by grade level until 7:30. Students will be dismissed to their teacher by grade level at 7:30. First through Fifth grade students are to enter through the multipurpose room doors. After 7:45, students are to enter through the front doors to the school.

Parents will drop off students on the McGallion side (cafeteria). Do **NOT** drop off students before 7:00 a.m.

****All students who arrive after 7:40 will be marked tardy and need to enter the building through the main doors.***

DISMISSAL OF STUDENTS

Students are dismissed at 3:00 p.m. every day – Monday through Friday. For any student that is a car rider: **Calling of car tag numbers will stop at 3:20 p.m.** After 3:20, parents must park, get out of car with dismissal tag number or Texas Driver's license, and come to the front to pick up student.

For any student that is a walker: Parents must show dismissal tag number. Parents who do not have their dismissal tag available, **will need to show a Texas driver's license or picture ID for verification.** After verification, a staff member will retrieve the student. **Cell phone pictures and non-Lyons issued tags will NOT be accepted for student pick up.**

WALKER PROCEDURES

1. Dismissal tag numbers are needed
2. Parents will form a line between the stanchions
3. Dismissal tags will be collected by school personnel
4. Once tag has been collected, parent will shift to the right and wait by the side windows

****Please note:** Independent walkers are students that walk home on their own without an adult picking them up.

- If a student needs to walk home on their own, parents will need to request an independent walker form from the student's teacher.
- The form must be signed and returned to the teacher or front office before the student will be allowed to leave the campus without supervision.

Dismissal Schedule

Time	Grades	Exit Doors
3:00 – 3:15	PK – K, Life Skills, PALS	Pre-K Entrance Doors
3:00 – 3:15	1 st – 5 th	Cafeteria

No student is to be kept after school under any circumstances unless the teacher has notified the parent and received permission. Teachers are to remain with their students until all have left campus or have been placed in the care of those supervising after school – teacher assistants and/or administrative staff. This responsibility cannot be delegated to anyone else. Please advise the office of any students not picked up by 3:15 p.m.

DISMISSAL TAGS

In order to make the dismissal process move with ease and be safer for students, Lyons Elementary has implemented a Dismissal Tag system.

- Two dismissal tags will be issued to students by their teachers.
 - The Lyons Elementary issued tag **MUST BE DISPLAYED** on the rear view mirror of your vehicle at all times while in the dismissal line.
 - **Cell phone pictures and non-Lyons issued tags will NOT be accepted for student pick up.**
 - Parents who do not have their dismissal tag available, **will need to park their vehicle and go into the main office with a Texas driver's license or picture ID for verification.** After verification, a staff member will retrieve the student.
- If parents are picking up multiple students, older students will be picked up with the student that is in the lowest grade level.
 - Only the dismissal tag of the student in the lowest grade level will need to be displayed.
- Pre-K, Kindergarten, PALS, and Life Skills students, along with any siblings or other student traveling with them, will be dismissed at the NE entrance (PK wing)
- No one will be allowed to park in the front of the school during dismissal time unless specifically asked to do so by the dismissal team.
- 1st – 5th grade students will be picked up on the McGallion (cafeteria/multi-purpose room) side of the school.

NOTE: IF A TAG IS LOST/DAMAGED, A REPLACEMENT TAG WILL BE AVAILABLE FOR \$5.00 EACH IN THE MAIN OFFICE (cash only).

PARENTS MUST PICK UP THEIR CHILDREN BETWEEN 3:00 P.M. AND 3:15 P.M. THERE IS NO SUPERVISION AFTER SCHOOL UNLESS YOUR CHILD IS IN A SPECIAL AFTER-SCHOOL PROGRAM.

CPS WILL BE NOTIFIED IF CHILDREN ARE CONSISTENTLY LEFT ON SCHOOL GROUNDS AFTER 4:00 P.M.!

PARKING

Visitor parking is in the Roxella parking lot. Do not leave parked cars along the yellow curb. Do not park in the fire lanes. **PLEASE. . . .**

DO NOT DOUBLE PARK!!

DO NOT BLOCK OTHER PARKED CARS!

DO NOT PARK IN STAFF PARKING LOT!

DO NOT BLOCK NEIGHBORHOOD DRIVEWAYS!

STUDENT ID BADGES

All students will be issued a Lyons picture ID badge. These badges will be used for breakfast, lunch, dinner (clubs/tutorials), field lessons, tardy check-ins and for library book check out. Every time a student loses their ID badge, a replacement badge will be needed to purchase for the price of \$5.00 .

CELL PHONE USAGE

PARENTS, CELL PHONE USAGE DURING ARRIVAL (7:00-8:00 A.M.) AND DISMISSAL (3:00-3:15 P.M.) OF STUDENTS IS NOT ALLOWED DUE TO SAFETY OF STUDENTS, VISITORS AND STAFF.

STUDENTS ARE NOT ALLOWED TO USE CELL PHONES DURING SCHOOL HOURS, UNTIL AFTER DISMISSAL. In addition to disciplinary action – *per Houston ISD Student Code of Conduct*, the unauthorized use or operation of cell phones by students will result in confiscation. A \$15 fee will be charged when the cell phone is claimed by a parent or guardian.

HYGIENE PROTOCOLS

- All individuals must routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
- Hands must be washed for at least 20 seconds.
- Students and staff must cover coughs and sneezes with tissues, throw used tissues in the trash, and then wash hands immediately with soap and water for at least 20 seconds.

DISCIPLINE

Lyons Elementary follows Houston ISD's Code of Student Conduct-Rights and Responsibilities. The Code of Student Conduct-Rights and Responsibilities is posted online. Parents may request a hard copy with the school. Please read and discuss this booklet with your child. Sign and return the acknowledgement page in the back of the book.

Lyons Elementary implements CHAMPS and Positive Behavioral Intervention and Support (PBIS). These programs are a proactive and positive approach to classroom management in which students and classes are rewarded.

PROJECT CLASS

Project class is designed for our teacher to teach our students how to incorporate social skills instruction in the classroom. The curriculum focuses on three areas (social skills, quality components, and integrating school skill instruction with academic instruction).

Focus skills:

1. Follow Instructions
2. Pay Attention
3. Get Teacher's Attention
4. Ask Permission
5. Accept "No"
6. Accept Feedback

ATTENDANCE

Students who have been absent must present a written excuse within three days from the parent or guardian when they return to school. Without a written excuse, the absence is unexcused. Unexcused absences may not be made up. Houston ISD has a compulsory attendance law. ALL students enrolled in school **MUST ATTEND DAILY**.

The only acceptable excuses for absence and tardiness are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, and emergencies or unusual circumstances recognized by the principal or person designated. **Students who arrive at 7:45 a.m. or later will require parents to park their car and escort their children into the building and explain reason for the tardy.**

Students who have more than 3 unexcused tardies will have a conference with the administrative team. Students with tardies will not be included in any attendance challenges and/or drawings.

STUDENTS LEAVING SCHOOL EARLY

Students are expected to remain at school until dismissal time except for emergency situations. Doctor and dentist appointments should be made after school whenever possible. If it becomes necessary for students to leave early, **only** the parents, legal guardian, or other persons listed on the enrollment card may sign a Permit to Leave Early Form at the reception desk located at the front entrance of the school. All persons checking students out early **must** have picture I.D. **PLEASE NOTE:** Students will not be checked out early after 2:15 p.m. on regular dismissal days.

CLUBS/SPORTS

Students' participation in school clubs and/or sports will be dependent on grades, attendance, tardies, leave earlies and behavior. See sponsor participation contract.

CONFERENCES

Parent-Teacher conferences are face to face meetings designed to discuss classroom objectives, teacher expectations, behavior, and student academic progress. Parents can contact teachers and schedule a conference during the teacher's planning period or at any time the teacher is available. Paying early attention to a student's issues can solve many potentially serious problems.

The principal's door is always open. She will be available to both parents (**by appointment**) and students. However, the teacher and parent must make a concerted effort to solve any problem before an administrator is involved.

ENROLLMENT CARD

Each year every student must have a new enrollment card to be filled out and signed by the parent or legal guardian. **TWO TELEPHONE NUMBERS ARE REQUIRED and an EMAIL ADDRESS.** In addition, list any other emergency contact that the campus may contact on the back of the enrollment card. If your telephone number and/or address changes during the year, please send the new information to the teacher and school office at once. It is imperative that Lyons is able to reach a parent or guardian in the event of an emergency involving their child.

TEXTBOOKS AND LIBRARY BOOKS

Parents are responsible for their children's damaged and/or lost textbooks and library books. Payment may be made to the library or textbook clerk in the main office.

FREE AND REDUCED MEALS

If you need to apply for free or reduced meals, please complete and return the blue Socioeconomic form immediately. The Socioeconomic form is part of the Beginning of the Year packet given to each student the first week of school. New Socioeconomic forms must be submitted each year.

BREAKFAST PROGRAM

Breakfast will be served in the classrooms to all students, grades PK – 5th and Sp Ed. at 7:30 a.m. Students who arrive after 8:00 a.m. will not receive breakfast. Breakfast is **FREE** for ALL students.

LUNCH

All students will eat lunch in the school cafeteria at their designated lunch times. Students who eat free, reduce or pay the full price for lunch will use their student ID badges when they go through the serving line. Parents may prepay for their child's full or reduced lunch on line (student ID will be needed – this can be found on report card) or pay the cafeteria cashier before 10:00 a.m. – the cashier is unable to take payment while lunch is being served to students.

If a student chooses to bring their own lunch from home, they must bring it to school with them. It is the parents' responsibility to abide by this procedure. Instructional time is of the utmost importance so therefore classrooms will not be interrupted for lunch pick-ups. LUNCHES WILL NOT BE DELIVERED! Please be assured that your child will be given a nutritional lunch from the cafeteria.

CAFETERIA

Teachers will follow Cafeteria Protocol, but while students are in the cafeteria, they must abide by the following:

1. Use good table manners and talk softly to tablemates
2. Do not get up from table without permission from a Lyons staff member
3. Leave table and area neat and clean for next class.

RESTROOMS

Teachers will follow Restroom Protocol, but while students are in the restroom, they must abide by the following:

1. Use the restroom quickly and quietly
2. Keep restroom clean
3. Wash hands thoroughly and quickly before leaving restroom

GRADING

Students in the 1st – 5th grades will receive numeric grades on their report cards. Students must maintain a 70% average to be promoted. Parent conferences will feature grading policies. You will receive samples of student work periodically. Please contact your child's teacher if you do not receive papers regularly. Parents are required to sign and return Progress Reports and Report Cards promptly.

The grading system is based on four school wide categories as per the following: tests 40%, quizzes 25%, class work 25%, and participation 10%. Homework is not a category. Parents may access students' grades, assignments, progress reports, and attendance by logging in to the Parent Student Connect (also known as HISD Connect Power School) at www2.houstonisd.org/PSC. Parents will need the student's ID number (located on report card), student date of birth, and last five digits of student's social security number on file.

Grading Policy:

- Grades will be taken during each grading cycle (6 cycles) of the 2022-2023 school year.
- All cycle grades will be used in the calculation of the final average for any class.

Grades will be posted weekly for each subject (Reading, Language Arts, Math, Science, Social Studies, and ESL) on HISD Connect Power School. Each subject requires 2 grades weekly. If a student has a failing grade, he/she must be given an opportunity to makeup that grade.

Promotion Standards:

Grade	Promotion Requirements
1 st	<ul style="list-style-type: none">• HFW• Attendance

	<ul style="list-style-type: none"> • 70% or higher in Reading, Math, Language Arts, and Science or Social Studies
2 nd	<ul style="list-style-type: none"> • HFW • Attendance • 70% or higher in Reading, Math, Language Arts, and Science or Social Studies
3 rd	<ul style="list-style-type: none"> • Attendance • 70% or higher in Reading, Math, Language Arts, and Science or Social Studies
4 th	<ul style="list-style-type: none"> • Attendance • 70% or higher in Reading, Math, Language Arts, and Science or Social Studies
5 th	<ul style="list-style-type: none"> • Attendance • 70% or higher in Reading, Math, Language Arts, and Science or Social Studies • STAAR Achievement

****1st – 5th students must meet each of the bulleted promotion standards to be promoted to the next grade level.***

MEDICATION

When a parent requests that medication be given to a child during school hours, it is necessary to have a form signed by the doctor and the parent. This form may be obtained from the school clinic and will be kept on file. It is for medication administered on a long-term basis only. No other medication (this includes aspirin) is allowed. This is a School Board Policy. The medication must be kept in the clinic and administered by the nurse, according to the doctor's instructions.

SAFETY

Lyons Elementary will make every effort to ensure that Lyons is a safe place for your child and our teachers/staff. If it is necessary to give your child a message, please contact the school office. For the safety of all concerned, **ALL VISITORS** to the school, including parents, **MUST** obtain a **VISTOR'S PASS** and have a **VALID PICTURE ID**. **DO NOT** go directly to a classroom without obtaining this pass. Return the pass to the office before leaving the building.

Please discuss safety hazards with your child and, if possible, review with him/her the route he/she is to use to school and home. Please make plans with your child for rainy days.

When dropping off and picking up children, do not park in the No-Parking zones. Do not block driveways. Do not drive through the staff parking lot to drop off or pick up students. All students are expected to cross the street with the crossing guard.

PLEASE

DO NOT DOUBLE PARK!!

DO NOT BLOCK OTHER PARKED CARS!

DO NOT PARK IN STAFF PARKING LOT!

SCHEDULE

	<u>GRADE</u>	<u>START TIME</u>	<u>END TIME</u>
Monday – Friday	PK- 5 th	7:30 A.M.	3:00 P.M.

ALL STUDENTS MUST BE PICKED UP ON TIME!!

CPS WILL BE NOTIFIED IF CHILDREN ARE CONSISTENTLY LEFT ON SCHOOL GROUNDS AFTER DISMISSAL TIME!

DAILY PROGRAM

Pre-K through 2nd grade classes will be self-contained. Third through fifth grades classes will be departmentalized. For more detailed information regarding class schedules, please reach out to your child's teacher.

SCHOOL TO HOME COMMUNICATIONS

Pawprints, Lyons' weekly newsletter, will be available on Lyons website at <http://www.houstonisd.org/LyonsES> every Thursday afternoon. For those households which do not have access to a computer or the internet, there will be paper copies available at the Parent Corner in front of the main office. Please note that students' pictures are often put in the Pawprints **only** if a Media Release form has been signed by the parent/guardian. A calendar of events is also available on the school website. All communications to parents will be sent home on Thursdays, whenever possible. Students in 1st – 5th grades will be given a school planner. (Lost planners may be replaced – if still available – for a \$5 replacement fee.) Encourage your children to bring these important forms of communications to your attention. School Messenger calls go out frequently – please make sure the phone #'s you have on file are correct and current. These are our most important communication links between school and home. Do help us to make this effective.

ACCEPTABLE COMPUTER & TECHNOLOGY USE POLICY

E. A. "Squatty" Lyons is pleased to offer student access to the computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, **ALL** students must obtain parental permission at the beginning of the school year. An Acceptable Computer Use Policy, along with the permission slip, and a Technology Use form will be sent home with students the first week of school. In order for students to be allowed to use e-mail and/or the Internet, a signed permission slip must be on file.

TELEPHONE

The office telephone number is (713)696-2870. Please telephone if we can be of assistance to you. If you have an emergency, we will be happy to contact your child, but we cannot disrupt classes for messages on a regular basis. Please call at least 30 minutes before dismissal if you need to leave a message for a student at the end of the day. Students will not be allowed to leave their classrooms to accept telephone calls.

LOST AND FOUND

A lost and found depository is maintained in the multi-purpose room. Students who have lost personal items should check lost and found frequently. Unfortunately, most found articles go unclaimed for months and we must donate these items to charity.

CLASSROOM PARTIES/CELEBRATIONS

Birthday parties are not allowed in the classroom. Parents wishing to acknowledge their child's birthday with a treat must obtain permission from the teacher. Due to safety concerns and to maximize instructional time, Lyons Elementary will only allow students to share **NONEDIBLE** birthday treats with peers at the end of the school day. If parents would like to provide treats to classmates in honor of their child's birthday, treats must be nonedible (no food-no cakes, cupcakes, candy, gum, etc.).

Examples of nonedible treats consist of pencils, colors, coloring books, or good bags with small trinkets such as plastic rings and stickers. The treats can be sent with the student upon arrival to school and will be distributed at the end of the school day before dismissal. Store purchased-individually wrapped-edibles will be allowed on the following days: Halloween, Winter Celebration, Valentine's Day, Easter, End of Year celebrations. Also, for Pre-K and Kinder students: Week of the Young Child and 100 Days of School.

VIPS

Parents are encouraged to register with VIPS (Volunteers in Public Schools). To become a VIPS, register online at **www.houstonisd.org/vipslogin**. The criminal background check can take 2-3 weeks to complete. If assistance is needed with the registration process, a clerk can assist at school. Please call the school for an appointment. ***PARENTS WILL NOT BE ALLOWED TO CHAPERONE, ASSIST THE TEACHER WITH CLASSROOM ACTIVITIES, OR ASSIST WITH OTHER SCHOOL ACTIVITIES IF THEY ARE NOT A REGISTERED VIPS!***