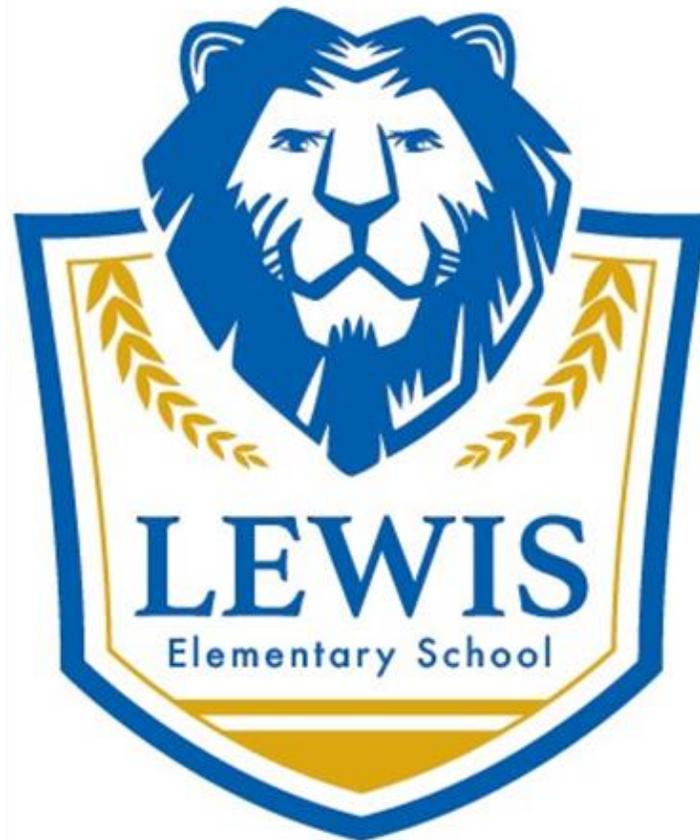


Judd M. Lewis Elementary

2022-2023 STUDENT HANDBOOK



Principal: Mr. Jorge Rodriguez

6745 Tipperary Lane

Houston, Texas 77061

Phone: 713-845-7453 Fax: 713-847-4711

Houston Independent School District

Hattie Mae White

4400 W. 18th St.

Houston, TX 77092-8501

713-556-6000

Judd M. Lewis Elementary

~~ Mission Statement ~~

It is the **mission** of Lewis Elementary to provide our students with a high-quality education that builds life-long learners and commendable citizens of our community.

~~ Vision ~~

At Lewis Elementary we are committed to becoming an exemplary educational institution where students learn, grow, and excel within a safe, inclusive, equitable, and responsive learning environment.

~ Lewis Motto ~

Learn, Lead, Lift

~ Creed ~

I am a Lewis Lion
My goals are three:
To do my best in Reading, Math, and all the rest.
To follow the rules in my class and school.
TO
To respect myself and others too.

I am a Lewis Student
My expectations I hold true.
I am here to learn and try my best in all I do.



School Colors: Navy Blue & Gold

School Mascot: Lion

Uniform

Navy Blue or Khaki bottoms
White, Light Blue, or Navy Blue Polo Shirts Only

School Hours

Monday- Friday 7:30 a.m. to 3:00 p.m.- *Students*
***Tardy Bell 7:40 a.m.**

Monday – Friday 7:25 a.m. to 3:10 p.m. – *Teachers*

Holiday/ Breaks Dates

September 5, 2022	Labor Day
October 5, 2022	Fall Holiday
November 21-25, 2022	Thanksgiving Break
December 22 – January 6, 2023	Winter Break for students
January 16, 2023	MLK DAY
March 13-17, 2023	Spring Break
March 31, 2023	Chavez -Huerta Day
April 7, 2023	Spring Holiday
April 21, 2023	Spring Holiday
May 29, 2023	Memorial Day

For a complete list of important dates, please see the 2022-2023 School District calendar

POLICIES AND PROCEDURES

Student Arrival & Dismissal

School doors open at 7:15 a.m. each day. The first bell will ring at 7:30 a.m. Students are considered tardy at 7:40 a.m. Parents will be required to accompany their child in the building to be signed in. A tardy slip will be issued by the front office staff and the student will report to class. A conference is required with you if your child has excessive tardies or absences. Further action can be taken if tardiness or absences continue after the conference. The main office closes at 4:30 p.m. each day. There will be **no** supervision *before 7:15 a.m. or after 3:10 p.m.* **According to State Law, it is the school's responsibility to report incidents of unsupervised students routinely left before or after school hours to Child Protective Services.** Students are to report to their classrooms when they arrive from 7:15 a.m. – 7:30 a.m. Visitors will not be permitted in these areas during morning arrival.

1st and 2nd grade Parent Pick-up Walkers- Students should obey all requests of the crossing guards for their safety. 1st and 2nd grade walkers who will be picked up by parents will be escorted to exit the school through the gate at the corner of Rockhill and Glenloch at 3:00 p.m. Any 1st or 2nd grade student that is not picked up by a parent or authorized person will be escorted back to the building at 3:15 p.m.

Independent Walkers – Students will be released through the side gate at Rockhill at 3:00 p.m. Independent walkers will need to have a parent release form on file in the office. These students are expected to walk independently to their homes.

Bus Riders- Students who ride a bus will be dropped off at the front entrance upon arrival and are expected to walk into their classrooms upon arrival. Students will be dismissed to board their buses through the front of the building.

Car Riders- Car riders should be dropped off in the circle drive in the morning and picked up by the cafeteria exit at dismissal time. **Parents must remain in their cars at all times** to ensure quick arrival and departures of students. The entrance to the carpool is on Tipperary. **Please do not drop off or pick up students on the street.** The cafeteria parking area is not the place to drop off car riders. This is a busy area in the morning with staff. *Staff with radios will only call students whose parents remain in their cars.* **Students will not be released to parents who walk to the door.** Parents must have valid TAG to be able to pick up students. **Parents without a valid TAG will have to park and come inside the front office to sign-out students with official identification.**

Changes to Dismissal Arrangements

If pick up arrangements change, you must call the school office (713-845-7453) or send a written notification to the teacher before 1:00 pm on that day.

Late Arrival Procedure *NEW*

Parents will be required to sign-in students that arrive to school AFTER 7:45 a.m. School doors will be closed after this time and students left out there will be unsupervised.

According to State Law, it is the school's responsibility to report incidents of unsupervised students routinely left before or after school hours to Child Protective Services. After 7:45 am PARENTS must ring the bell at the front office, bring the students inside the building, and sign them in the designated binder. **Students who accumulate more than 10 late arrivals per grading period will not be considered for the celebration of perfect attendance.**

Attendance/Absences

A student must be present by 9:30 a.m. daily in order to be counted present. Texas State Law mandates that a child must be at a school function or in the school building at 9:30 a.m. or he/she will be counted absent. Failure of a student to attend when he/she is able to do so will jeopardize promotion to the next grade and will lead to legal action filed by Harris County District Attorney's office. Parents must bring a written excuse to the main office the day the child returns to school. If the office does not receive a note within three days of returning to school, the absence is counted as unexcused. School personnel cannot go back into an attendance cycle and change an unexcused absence after the three-day period has passed. Please notify the school if your child will be absent. Each time a student is absent the school district will send an automated call to the parents inquiring about the absence. Keep your phone number updated through S.I.R.S. Office at Lewis.

If a child is ill for more than a day, notify the school of the nature of the illness and when you expect the child to return to class. A doctor's note is needed after three consecutive days.

Ill students/ Accidents

If your child becomes ill or is involved in an accident, school personnel will contact you immediately. If we cannot reach you, we will call the emergency contact name. Please remember, students with fever of 99.1 or higher will be dismissed from school and will be required to come back after being fever free for 24 hours. Upon arrival, the student will be checked by the nurse before readmission.

Pediculosis (Lice Infestation)

Exclusion from School

A student who has been found to have head lice shall not be sent home during the school day except for aesthetic reasons. Students are only sent home for live head lice and not in cases in which there are only nits (eggs). [See the District *Health and Medical Services Handbook*, recommendations from the American Academy of Pediatrics, and FFAA(REGULATION) for additional guidance and procedures.]

Re-admittance to School

Each student shall be rechecked on his or her return to school to determine the adequacy of the treatment, barriers to live lice removal, and need for counseling the family on treatment options. If live lice are found following treatment, the school nurse shall make further recommendations to the family or legal caretaker.

Notice of Lice

A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

Early Departure of Students

Parents may pick up their children for a doctor's appointment etc. Please send a note to your child's teacher if he/she needs to leave early. If another person needs to pick your child up, **we will need written permission from the parent** and valid identification. Otherwise, only the person or persons having signed the enrollment card will have authority to pick up the child. Please schedule doctor appointments for the end of the school day in order to avoid the interruption of instructional time.

STUDENTS WILL NOT BE RELEASED BETWEEN 2:10 P.M. AND 3:00 P.M EACH DAY.

Registration Packet

Each student will receive a registration packet at the beginning of the school year. Please complete the packet and return it the next day. Be sure to include current home, cell, and work telephone numbers. The name and the telephone number of a family member or a close friend is necessary for emergency situations. If the telephone number changes during the school year, please send the new number to the school office and your child's teacher.

Withdrawal of Students

If you know you will be moving, please notify the main office at 713-845-7453 before you come to withdraw your child. You will need to complete the intent to withdraw form indicating which school your child will be attending. Teachers are required to have at least 24 hours to complete all required withdrawal paperwork. Teachers will not be able to complete withdrawal information during instructional time. Your withdrawal paperwork will be ready the next school day after your request for withdrawal has been made.

Campus Visitors

There are signs posted at building entrances requesting that **ALL visitors** register through the Main Office. For safety reasons, anyone not displaying a visitor's badge or HISD employee badge should be stopped and escorted to the main office.

Please contact the office if you are interested in becoming a volunteer. Your time and interest will make a difference in our school. **When you are visiting the school, register in the office.** You must have a valid I.D and you will be given a visitor's pass. Please sign out before you leave the campus. It is important for this policy to be followed for the protection and safety of all students at Lewis Elementary.

V.I.P.S.

In order to become a volunteer in our school, a valid ID must be submitted so that a complete background check can be made by the Houston Independent School District. Parents will not be allowed to volunteer with students until they have been cleared by the district. This process takes approximately 2-3 weeks. When classes are scheduled to attend off campus field lessons, only registered volunteers may accompany the class on the trip. *If you are not a registered volunteer, you will not be able to attend the trip and chaperone/supervise students.*

Conferences

There will be many occasions during the school year when it is necessary to meet with you regarding your child's progress in school. **Conferences can be scheduled any day during the teachers planning time except for Tuesday.** In order to ensure an appointment, you may schedule a conference with your child's teacher by calling the main office at 713-845-7453 before coming to school. If you have a concern regarding your child, the first contact should always be your child's teacher. The Principal and Assistant Principal are available for conferences by calling the office and scheduling a time to meet after you have met with your child's teacher. After school times may be scheduled through the teacher.

Messages to Teachers

Instruction will not be interrupted to give messages to teachers. Whenever possible, use email, class-Dojo, or call the school front office. Each teacher has a designated time for parent-teacher conferences so there **are no interruptions to the instructional day.** Prior scheduling of a conference will save you from unnecessary frustration or misunderstanding due to a teacher's immediate plans or activities.

Calendar

A calendar will be given to students on a monthly basis. Please read for important dates and information about the school and district.

Student Agendas *NEW*

All students will receive a Lewis Student Agenda to organize and document homework and other school related communications. This student agenda will go home on a daily basis and will contain a report on daily student conduct and must be returned signed by parent or guardian every day. If a student loses their Student Agenda, they will be required to purchase a new one for \$5.00. Grade Levels will also be using Class-Dojo to submit any other daily communications informing parents of the great things happening on their grade level as well as what your child will be studying the next week in class.

Homework Policy

Homework is very important. It is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning and can also provide opportunities for independent study, research and creative thinking. Parents may help their children by arranging a quiet, comfortable place for them to work and by checking completed assignments.

Field Trips

Each student must return to the teacher a written field trip permission slip signed by the parent or guardian. **Notes and telephone calls cannot be accepted as a form of permission to attend a field trip. Siblings will not be permitted.** Only approved volunteers will be allowed as chaperones on field trips. The process to become a volunteer takes two weeks for background approval.

Library

Encourage your child to read daily. Books may be checked out and taken home to read or study. **Students must be responsible for the care of the books.** A fee will be charged for lost and damaged books.

School Messenger is designed to improve communications with parents regarding weather emergencies, school closings, principal messages and attendance. **An automated telephone call is sent every day for those students marked absent by the classroom teacher.** We appreciate the telephone calls in the morning notifying the school of a child's absence and hope to continue receiving your calls. When your child returns to school after an absence, bring a note to the office stating the date of the absence(s) and the reason. Mr. Rodriguez will send a weekly communication to parents informing them of upcoming school events.

Progress Reports

Progress reports will be given within three weeks each six-week period. This notice is to be signed by the parent or guardian with an indication for a conference date and returned to school by your child.

Report Cards

At the end of each six-week grading period, each student will receive a report card to demonstrate mastery of the grade level proficiencies. The report card dates are as follows:

Grading Cycle	Report Card Dates
August 22 - September 30	October 7, 2022
October 3 - November 4	November 11, 2022
November - December 21	January 13, 2023
January 9 - February 24	March 3, 2023
February 27- April 14	April 20, 2023
April 17- May 31	May 31, 2023

DISCIPLINE MANAGEMENT PLAN
Judd M. Lewis Elementary
2022-2023

In addition to the **STUDENT CODE OF CONDUCT** and classroom rules, Judd M. Lewis Elementary has school wide rules, cafeteria rules, and restroom rules. The expectations of these rules are one and the same and that is to have a quality educational program free of disruptions that interfere with the educational process.

The goal of our school is to have a safe environment that is conducive to learning for **all** of our students. We have set forth rules that can be easily remembered and followed by our student body. We encourage students to make good decisions and to be self-disciplined in their actions.

The following are rules for specific areas in our school:

School Rules

- Students will come to school **on time and ready to learn.**
- Follow directions the first time they are given.
- Students will be respectful of their peers.
- Students will care for their learning environment.
- Students will speak with appropriate language.

Bus Expectations

- Be kind and courteous to your monitor and driver at all times.
- Stay seated
- Keep your hands, feet, and objects to yourself.
- Wait for your driver and bus monitor to tell you it is ok to enter or exit the bus.

Hallway Expectations

- Students use the bathrooms at the designated times for their class.
- In the case of a student requesting to take bathroom break out of scheduled time, only one student can exit the class at any time and must record their visit in the class journal.
- Must have a hall pass at all times.
- Walk properly in the hallways. No running, no playing.
- Transition in the hallways at a Level 0



Cafeteria Expectations

- **Entry:** Enter through the double doors at end of hallway
- **Exit:** Line up by double doors closer to the stage
- Report directly to the cafeteria line or directly to their seats
- Need to get everything in the cafeteria line; stay in the seat
- Level 0 noise until administration approves Level 1
- Remain seated during lunch period
- Raise hand **ONLY** to call monitoring staff attention
- Not permitted to leave cafeteria for restroom breaks during lunch (unless an emergency or medical condition)
- Consume all food and drinks at the table



Restroom Expectations

- Use the restroom after lunch and before going to recess
- Only one student can exit the class to use the restroom outside whole class schedule bathroom time
- Wait in an organized line to use the restroom on a Level 0
- Use the restroom for business, wash hands, and exit seamlessly
- While washing hands students use 1 pump of soap for washing and no more than 2 napkins for drying. Properly dispose of paper **INSIDE** trash can. (PUMP-WASH-SHAKE-DRY)
- No roughhousing or playing inside the bathroom
- Respect each other's privacy and personal space
- No vandalizing of the restrooms

Assembly Expectations



Come in and sit quietly

Listen and be a courteous audience

After two warnings you will be asked to leave

Please remain seated and wait for directions at the end of the program

Campus Cleanliness

- Respect the campus as a shared space for learning
- Clean their areas after using the different parts of the building
- Safely use the different parts of the building to preserve their safety and others safety
- Wipe down work areas at the end of usage or end of day
- Stack the chairs on their desks at the end of the day & bring chairs down at the start of class
- Do not litter in hallways, cafeteria, playground, yard.
- Storage under the desk is organized and cleaned every Friday before going home.
- Golden rule “Lions always leave a place better than when they arrived to it”

Recess

Recess is organized play in specific sections outdoors

- Report to designated area to play
- Respect outdoors, equipment, & each other
- Pick up equipment when it’s time to clean
- Line up when teacher blows the whistle
- Stand in line at a Level 0 when it’s time to go inside

Personal Property

Many problems arise when students bring personal property to school. The school cannot assume responsibility for students’ personal property. If any of the following items are brought to school, the property will be taken from the student and held in the office until the parent/guardian comes to school for a conference. These items include, but are not limited to: video games, i-pads, cell phones, excessive jewelry, large sums of money, markers or marking pens, lasers or laser pointers, hair spray, matches, lighters, and any other such property that is not part of the school learning process. Some items will not be returned due to safety issues.

Cell phone use is not permitted during the school day.

Code of Conduct

A copy of the HISD Student Code of Conduct is available on both the HISD and campus website. Parents can request a printed copy of “The Code of Student Conduct” from the campus. The rules and regulations should be reviewed, and all students should follow these rules.

The handbook contains five levels of misconduct and five levels of appropriate disciplinary responses. Parents should discuss the handbook with their child/children. The **STUDENT-PARENT ACKNOWLEDGEMENT** slip must be signed and returned to your child’s teacher to be placed in the student’s permanent record folder.

Consequences

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. The purpose of our discipline policy is to ensure the rights of each student to attend school in a safe, positive, and productive learning environment. We must work collaboratively to create an atmosphere for learning and order to be maintained. School personnel are responsible for the proper supervision of all students. Children are expected to demonstrate the self-discipline strategies and to adhere to the guidelines in the **HISD Code of Student Conduct Handbook**.

Safe Schools

It is important that students play an active role in providing a secure environment at Judd M. Lewis Elementary School. To that end, students are required to report any behavior that would compromise the school's safety. Safety issues to be reported would include, but are not limited to: a student with a weapon, or any such material that could cause harm to him/her or others, a student discussing plans to do harm to themselves or others, a student talking about suicide, or a student selling drugs or any other illegal materials.

Student Dress Code

The 2022-2023 uniform may be purchased at any store (Fiesta, Wal-Mart, etc.) that sells them. In the interest of health, safety and economics, we have adopted specific guidelines concerning dress and personal grooming.

The Official Uniform that will be worn is:

- Solid White, Light Blue, or Navy Blue Polo Shirts/Blouses (not undershirts).
- Navy blue and/or Khaki Bottoms
- V-neck pleated jumpers for girls
- The only shorts that may be worn are standardized Navy blue or Khaki uniform shorts and skorts (worn to the knee)
- Students may wear Lewis Spirit T-shirts and Blue Jeans on Fridays (Jeans must be free of tears, frays, studs, and writing) (Pajama jeans will not be permitted)
- Tank tops, tube tops, halter tops, midriff shirts, thin (spaghetti) strap shirts, short skirts, and short shorts/skorts **are not to be worn to school.** Students will remain in the front office and parents will be contacted to bring change of clothes.
- Students **are not** to wear cut-off jeans of any kind.

- Students must wear all pants at the waist as intended. Students must wear a belt – sagging pants will not be allowed.
- Students **are not** permitted to wear bandanas, hats, caps, etc. during the school day.
- Students are not allowed to wear the hood portion of their outer garments inside the school building.

Hair:

Hair needs to be cleaned and well-groomed so that it does not interfere with normal vision.

Shoes and Socks:

A basic black, blue, brown or white shoe/ tennis shoe may be worn with rubber soles. Female students should not wear high heels to school.

Flip-flops, Crocs, Heelie skate shoes, and open toe/heel sandals are not to be worn to school.

Jewelry: There should be no expensive jewelry, large medallions, or large belt buckles worn to school.

Student / Parent Complaints

Students or parents who have complaints should FIRST schedule a conference with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint should THEN contact the school Principal. Complaints or concerns regarding students with disabilities should be reported to the Special Education chairperson. Students or parents with other type of complaints should contact the principal. If the outcome of that conference is not satisfactory, the student and/or parents may follow the district's complaint procedure, available from the principal's office to carry the complaint to the Superintendent's designee and ultimately the board.

Textbooks

The student is responsible for payment of his/her lost or damaged textbooks. If he/she is financially unable to meet this debt, a payment schedule may be set up.

Lost and Found

To help prevent the loss of your child's personal items, please place his/her first and last name on these items (lunch kits, supplies and clothing). You or your child may check periodically for lost items. The Lost and Found is located in the cafeteria. Periodically, all unclaimed items are donated to charity organizations. Please sign in at the head office and secure a visitor's badge to go to the cafeteria to search for Lost and Found Items before or after school.

Student Meals

Houston ISD Nutrition Services will continue to provide breakfast and lunch service via the School Breakfast Program (SBP) and National School Lunch Program (NSLP) for the 2022-2023 school year. Lewis students will have the opportunity to receive complimentary school breakfast and lunch.

Medication Policy

HISD guidelines require that all medication, including inhalers for use at school, must have a completed medication form on file with the school nurse. All medication will be kept under lock and key with the school nurse. This will allow us to follow the strict guidelines that are required by the Houston Independent School District. Students are not allowed to self-medicate with over-the-counter medications. Please do not send these items to school with your child or allow your child to bring items of this nature to school as it is against district policy and could result in disciplinary actions imposed against the student based on the Student Code of Conduct. Students are not allowed to carry their inhalers themselves.

Inclement Weather

If severe weather conditions occur and there is a possibility that school may be closed, parents and students are asked to stay tuned to radio and televisions for information from HISD. The decision to close school will be made prior to 6:00 a.m. If inclement weather conditions necessitate an earlier than usual dismissal time, the decision will be announced via television and/or radio. Buses will run as indicated. All non-bus riders will be held at school under the supervision of teachers until they are signed out through the office by a parent or appropriate designated adult. Should these conditions occur, scheduled extended day classes for that day will be canceled.

Pedestrian Regulations

HISD places a crossing guard at various crossing points for student safety from 6:45-7:45 a.m. and 2:45-3:45 p.m. to supervise our students. Children must cross at one of the supervised areas. No child will be allowed to cross the street in the middle of the block.

Telephone Use

The school telephone is a business telephone. **Students are only allowed to use the office telephone in emergency situations. Please make prior arrangements with your child for after school or rainy-day procedures.** We do not accept telephone messages for students unless it is an emergency. In this case, we do ask that messages be kept at a minimum. **Please communicate with your child how they will go home each morning before they leave so that the need to call parents is kept to a minimum at the end of the school day.**

Electronic Device Policy

Electronic games are not permitted. According to HISD board policy, audio and electronic or similar electronic devices are prohibited on campus during school hours. These items will be confiscated and held in the office for a parent or guardian to pick up.

Cell Phones

Cell phones for students are to be kept in backpacks and turned off between the hours of 7:15 a.m.-3:00 pm. During instructional hours, phones may not be used by students and may be confiscated by school personnel. Parents will be allowed to pick up cell phones from the office and will be charged a \$15.00 fee. This is the policy of the Houston Independent School District as outlined in the Code of Student Conduct. Lewis Elementary will follow this policy.

Parent – School Communication:

All Lewis students will be successful as we (parents, teachers, & students) vow to talk regularly and keep communication open and ongoing. Parents are strongly encouraged to read forms which students often store in their backpacks – every night. A red campus communication folder will be sent home every Thursday and is expected to be returned the following day. Also, when there is a concern, call/dojo the teacher and the teacher will follow up with you. If you change your phone number, please contact the main office and your child's teacher to provide the new number.



Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents to answer commonly asked questions that come up during the school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. Signing below is evidence that parents and students have or will read and understand the contents of this handbook.

Print Name of Parent/Guardian: _____

Print Name of Student: _____ Grade: _____

Parent Signature: _____ Date: _____

Please sign and return this page to your child's teacher.