

2023-2024

Lawhon Elementary
Student Handbook



Veronica Rodriguez
Principal

Amy Griffin
Asst. Principal

Maria Rivera
Asst. Principal



Dear Lawhon Dolphins,

On behalf of the staff at Lawhon Elementary, I am happy to welcome you to the 2023-2024 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school

Please consider joining PTO as our students can greatly benefit from your involvement and contributions. There are many volunteer opportunities throughout the year.

Attached is a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or discuss them with your child's teacher. It is very important that you and your child are fully informed so that we can continue to be a Safe, Responsible and Respectful school.

The wonderful Lawhon staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

We are all better together,
Mrs. Rodriguez, Mrs. Griffin, and Mrs. Rivera

**E.A. LAWHON ELEMENTARY
STUDENT AND PARENT HANDBOOK
2023-2024**

PRINCIPAL	Veronica Rodriguez
ASSISTANT PRINCIPAL	Amy Griffin
ASSISTANT PRINCIPAL	Maria Rivera
COUNSELOR	Amy Perez
SECRETARY	Pat Cromwell
LIBRARIAN	Susan Green
NURSE	Brittany Briggs
ATTENDANCE CLERK	Kim Gordon
RECEPTIONIST	Claudia Yu
SCHOOL FAX	281-412-1448
SCHOOL PHONE	281-412-1445
SCHOOL ADDRESS	5810 Brookside Road Pearland, TX 77581

School times for Elementary Schools:

All students, PPCD, Pre-K-4	7:55 a.m. - 3:15 p.m.
Early Release	7:55 a.m. - 12:55 p.m.

Scan the QR Code below with your camera or click the link to access the 2023-2024 PISD District Calendar.



[2023-2024 District Calendar - English](#)



[2023-2024 District Calendar - Spanish](#)



First few days information:

- Please understand that due to constantly increasing enrollment, all schedules are subject to change.
- Monday, August 14th your child’s teacher will be sending you an email welcoming your child to their classroom. **Teacher assignments can be viewed via Skyward at 8:00 AM on the 14th.** This email will contain a transportation link for you to complete. **PLEASE** make sure you complete it prior to the first day. Your child’s safety is our number one priority, and this helps us to get them home each day.
- Our school hours have not changed for the new school year! 7:55 am – 3:15 pm
- Parents may walk students to class the first 3 days:
 - Parents may walk students directly to class starting at 7:15 on day 1. The second and third days of school, parents will be able to walk students starting at 7:30 and the students will start following their regular morning routines thereafter.
 - We ask that you use this time to meet the teachers, not to conference with them so that they may greet each student.
 - Plan to leave the classroom before 7:55 so we may begin our morning announcements and routines.
 - Student supplies can be brought by the student on the first day.
- There will be no lunch visitors at this time to establish solid routines. Lunch Visitors will begin **Monday, Sept. 5th**. Please remember that there is only so much room in our cafeteria. We welcome you, but we have many students to feed in the cafeteria each day.
- If you sign your child up for bus transportation, it may take 3-4 days for it to be approved. You will need to make arrangements until approved.

ARRIVAL/DISMISSAL

CAR RIDERS: MORNING DROP OFF PROCEDURES

- **Students are not to be dropped off at school before the building opens at 7:15 a.m.**
- Car riders are to be dropped off in the front of the building **only**. Students may not be dropped off at the side or back parking lots as it is not safe.
- Be sure that students are ready to exit the car as you arrive at the drop off area at the front of the school.
- Please help your child build independence by opening his/her own car door each day.
- Please make every effort to have your child exit on the passenger's side of the car.
- **Please do not walk your child to the door.** This forces us to stop the car line for you to cross and slows down the arrival process. We appreciate your understanding that this helps the flow for all.
- The first bell rings at 7:45. Students are dismissed to class at this time to begin the morning process and are getting ready for begin class at 7:55.
- Staff members are on duty from 7:30-7:55 to assist students in the car line. Please pull up to the next available staff member.
- Students are tardy after **7:55 and must be signed in at the office.**
- We ask that you remember to be patient in our car rider line: we do have Pre-K and Kinder students that take just a few seconds longer to get in and out of cars, especially at the beginning of the year.

DISMISSAL PROCEDURES:

The school day ends at **3:15 p.m.** For the safety of your child **all transportation changes must be made in writing or by calling the school prior to 2:30 p.m.** Calling the front office is the best way to change transportation as teachers don't always have a chance to look at emails during the day and notes can get misplaced. We will **not** change transportation for a student if emailed. If possible, please practice their usual mode of transportation beginning on **Day 1**. Students brought back by buses or not picked up when the car rider line is finished will wait in the front office for a parent/guardian to pick them up. The parent/guardian will need to show a valid ID and sign out the child. We will monitor the number of late pick-ups.

CAR RIDERS:

Please place your Lawhon issued car sign on the passenger side of your windshield or attached to the rear-view mirror. Children will be called to go to a designated number; please pull up to the number called for your child.

Parents may not approach students in the car rider line on foot.

BUS LANE:

The bus lane is on the side of the building and is reserved for **PISD buses and officially marked daycare vans** only during arrival and dismissal.

BUS RIDERS:

Visit the Pearland ISD [Transportation web page](#) or scan the QR code with the camera on your phone for information about routes, fees, and bus registration. Bus riders arrive at the school at 7:30. Students may go to the cafeteria for breakfast or to their designated grade level waiting area.

We do not have Walkers or Bike Riders at Lawhon due to the safety concerns of no sidewalks and very narrow streets.



[Transportation](#)

Rainy Day Procedures:

- **Bus riders and day cares:** Buses and vans will be loaded as normal under the covered breezeways.
- **Car riders:** All car riders will dismiss as normal.

ATTENDANCE: Please see the Student Code of Conduct and PISD Handbook for guidelines about attendance.

- The most important thing to remember when a student is absent from school is that they are missing instruction! If students are sick, they need to stay home, otherwise we will see you on campus! In the event of illness of a student, a written excuse from the parent is required within three days. After 3 days the absences will be unexcused.

- Students that are absent from Lawhon or another Pearland ISD schools are not allowed on campus for lunch, field day, field trips, parties, awards, or any other school day activities.
- A student may be excused for a temporary absence resulting from a visitation to a healthcare professional if the student returns to school on the same day as the appointment and presents a note from the healthcare professional verifying the appointment.
- Excessive unexcused absences constitute a violation of the law for which the parent or guardian may be held responsible. After an absence, a written excuse (emails are not accepted) from the parent is required upon the child's return to school. The note should be dated and include the child's first and last name, grade, date(s) and reason for absence(s), any special limitations or instructions, and signature of parent or guardian and returned to the office. Notes must be received by the school within three days of the absence otherwise it will be counted as unexcused. The law requires students to be in attendance for a minimum of 90% of the days school is in session (18 days of absences including excused and unexcused).
- To keep parents informed of student attendance laws and absences accrued during the year, letters will be sent home. Parent or guardians will be contacted by school personnel including the teacher, counselor, registrar, and assistant principal.

A student is considered tardy after 7:55 a.m. Students love to start their day on time so routines can be the same as their peers. Students may enter the school at 7:15 a.m. Excessive unexcused late arrivals will be considered as missing part of a day for truant conduct purposes unless there is a rare, extenuating circumstance or a medical note is submitted.

AWARDS:

There will be one awards assembly at the end of the school year. Awards assemblies will be combined with end of the year parties. PK – 3rd assemblies/parties will be held in the homeroom teacher's classroom. Fourth grade will have an awards assembly in the cafeteria and party in homeroom classroom.

Students in grade levels **PK – 4th** may receive awards for:

- All E's in conduct for the year
- All E's in work habits for the year

Students in grade levels **2nd – 4th** may receive awards for:

- All A's for Final Average
- All A's and B's for Final Average

Other awards are given by grade level teachers as well as the specials teachers.

A perfect attendance award is given to each student that has not been absent during the school year. Please note that three or more tardies in a nine-week period and/or three or more early withdrawals in a nine-week period will constitute as an absence for perfect attendance awards.

BACKPACK TRANSPORTATION TAGS:

Backpack tags are provided to all students on campus on their first day of school and replacements are available at no cost throughout the year in the front office. We ask that parents please help us keep these tags on students' backpacks all year for our students' safety. These tags are color coded according to how students go home on a regular basis. Please follow the procedures below for the tags:

- Make sure that the tag is on the backpack every day; if your child changes backpacks, please move the tag to the new backpack
- If a tag is lost, additional tags are available in the front office

BIRTHDAYS:

Student birthdays are celebrated by recognizing students during the announcements each morning.

Please do not send gifts, balloons, flowers, treat bags or goody bags to school.

- Birthday parties are **not** allowed at school.
- Store bought cupcakes or cookies may be sent with your child for distribution to his/her class.
- No cakes, decorations, juice boxes, water etc.
- Invitations may be passed out if there is one for every student in the class or every boy/girl.

CAFETERIA VISITORS:

In order to help students make a smooth transition from home back to school, and to enable us time to establish cafeteria routines and procedures, parents will be welcome to join us for lunch beginning **Monday, September 5th**. Thanks so much in advance for your support in helping us establish safe routines to this very important part of our day.



Thank you for your understanding and cooperation.

MEALS:

Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or you can take care of all your child's breakfast and lunch needs by accessing <https://www.schoolcafe.com/> or by scanning the QR code with your camera.



[SchoolCafe.com](https://www.schoolcafe.com/)

Meal Prices:

<u>Breakfast</u>		<u>Lunch:</u>	
Free	\$0.00	Free	\$0.00
Reduced	\$0.00	Reduced	\$0.40
Paid	\$1.45	Paid	\$2.50
Adult	\$2.85	Adult	\$5.00

*Please make sure that you are sending packaged items that your child can open **unassisted**. There are monitors in the cafeteria to help students, but if your child cannot open their food packages/containers, they will have to wait until a monitor is available.*

If you have questions, please visit: <https://www.schoolcafe.com/> or scan the QR code with the camera on your phone. You can also call the Food Service Office at 281-412-1244.

CLINIC/NURSE:

EMERGENCY FIRST AID CARE-Clinic has a registered nurse in charge.

Any treatment given at school is limited to first aid. Parents should supply the school with information concerning special health problems. If parents cannot be reached and the situation requires medical attention beyond our resources, it may be necessary to send the student to a hospital emergency service for needed care until the parents can be reached. Parents and/or guardians are responsible for all emergency costs.

If a student has a fever, diarrhea or vomiting they should not return to school for at least 24 hours.

Please inform the school if emergency phone numbers change. Changes may be made in Skyward through your parent account.

MEDICATION DISBURSEMENT

If possible, all medication should be given by the parents at home. However, if the student needs to take medication during school hours, medication should be dispensed according to the following guidelines:

- Prescription and nonprescription medication(s) must be accompanied by written permission, including signature, from the parents with specific directions and be in the original container. The note **must** contain the student's full name, the name and strength of the medication, and specific dates and directions for administration.
- If prescription and/or non-prescription drugs are to be administered or kept at school for longer than ten (10) days, a written request must be received from a physician.

- Elementary students may **not** carry medication or administer it to themselves; therefore, **all** medications should be turned into the RN so she can supervise the storing and dispensing of medicine.
- Sunscreen and/or bug repellent products should only be applied at home.

CLOSED CAMPUS DAYS:

During the school year, there will be days that we will close the campus to visitors. We will communicate that in advance. On these days, parents and visitors will not be allowed to visit the campus, including delivery of lunch items for students. We appreciate your support and will communicate the specific dates ahead of time.

CONTACTING STUDENTS AT SCHOOL:

Students may not be called from class to receive a personal message from a parent except in extreme emergencies. Please make every effort to attend to personal planning before school.

DELIVERING ITEMS TO STUDENTS:

- Forgotten items and lunches need to be labeled with the student's name, teacher, and grade level.
- Items will be left inside the vestibule. As we do not have a designated person to make deliveries, understand that there may be some delay in getting items to students.
- Lunches should be brought to school at least 30 minutes prior to lunch time so that sufficient time is allowed to ensure students receive them.

DISCIPLINE:

The purpose of the discipline management plan is to ensure a safe, orderly, and constructive learning environment for all students at Lawhon. We expect all students to contribute to a safe and respectful learning environment. The school has authority and control over a student during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity, during the school day on school grounds, and attendance at any school related activity. Teachers will provide parents with a copy of their child's classroom expectations and procedures, as well as rewards and consequences for student behavior.

Please refer to the PISD Student Code of Conduct for more specific information on discipline. The 2023-2024 Code of Conduct will be available in September.

DRESS CODE:

Scan the QR code with the camera on your phone or click the link to access the [PISD Dress Code](#).



[Student Dress Code-English](#)



[Student Dress Code-Spanish](#)

EARLY DISMISSAL DAYS:

We will participate in early dismissal days throughout the year. Due to the shortened instructional day, we will use an alternate schedule. All activities including lunch and teacher conference times will be adjusted. **There will be no lunch visitors on early dismissal days.** Dates for early dismissal days are located on the district calendar.

FIELD TRIPS:

Parents will be advised when a field trip is planned. Before your child can participate in any scheduled field trip, a signed permission form must be on file with your child's teacher. No child will be allowed on a field trip without written permission from a parent. Field trip chaperones **may not** take along children who are not class members. Chaperones are required to complete a criminal background information check through the online Volunteer Registration yearly before participating in any school activities. Chaperones are not allowed to ride on the bus. *Note: Field trips may take place on or off campus.*

GRADING:

Refer to the **Pearland ISD Student Handbook for the District Grading Policy.**

LIBRARY USE

Students are encouraged to use the library. All students visit the library on a rotation schedule. Lost or damaged library materials will be paid for by the student. If a book is found prior to the end of the school year, money will be refunded.

PTO: Lawhon has an amazing PTO!

Join and get connected.

The PTO asks each parent to join and support the Lawhon PTO. Membership applications are available on the [Lawhon PTO Sign-up](#) page or you can scan the QR code with the camera on your phone. We appreciate your support!



[PTO Sign-Up](#)

PARENT-TEACHER CONFERENCES:

Please schedule all conferences in advance with your child's teacher by calling the office at 281-412-1445 or emailing the teacher. Please do not go to classrooms for conferences without an appointment.

PARTIES/AWARDS:

There are three authorized school parties during the school year: Christmas, Valentine's and the End of Year Awards/Parties. **Please do not send treats or treat bags for any other holidays.** Please follow the requests below to make sure that all students and guests are safe:

- Parking is limited. Please make sure not to block the parking lanes at any time.
- Parents and guests must provide a valid photo ID before entering the building. No Exceptions.
- Lawhon students are not allowed to attend parties other than their own.
- Students that are absent from **Lawhon or another Pearland ISD schools are not allowed on campus for lunch, field day, field trips, parties, awards, programs or any other school day activities.**

RECESS:

Pre-K through 4th Grade will participate in thirty (30) minutes of recess each day.

SCHOOL SAFETY:

To maintain security and the safety of our school all visitors are required to present a valid photo ID each time they visit the campus. ID's will be scanned through the Raptor System and a badge will be printed with the visitor's name and destination. The name badge must be worn at all times when on campus. If visitors do not have a valid photo ID, they will not be allowed to check-in. All visitors on campus who **wish to eat lunch with a student, etc. will need to be listed on the student's emergency card.**

SKYWARD:

Pearland ISD-Skyward student system is a secure internet-based website that will allow you to monitor your child's attendance, progress, grades, and view important teacher and administrator messages. You may access Skyward on the Pearland ISD webpage. It is imperative that parents notify the school of any changes to contact information, addresses and current emergency contacts.

SUPPLIES:

Each child is responsible for having his or her own dispensable school supplies which may vary from grade to grade. A list of required supplies may be obtained by scanning the QR code with the camera on your phone or by visiting [Pearland Elementary School Supplies](#).



[School Supplies](#)

TELECOMMUNICATION DEVICES/CELL PHONES:

For safety purposes, the district permits students to possess telecommunication devices, including cell phones; however, these devices must not be visible and must remain turned off during the instructional day. District employees may confiscate a telecommunication device when in violation of the PISD Code of Conduct. Any disciplinary action will be in accordance with the Student Code of Conduct. The campus will not be responsible for damaged, lost or stolen telecommunication devices. If confiscated, the parent may pick up the phone from the principal’s office for a fee of \$15.00. Refer to Code of Conduct for more details.

VALUABLES AND PERSONAL ITEMS:

During the school year, students misplace many personal items. Please label articles such as jackets, lunchboxes, etc. so items can be easily returned if lost. Students should not bring valuables or personal items such as toys, electronics, money, etc. The school is not responsible for students’ personal property. All unclaimed items will be donated.

VOLUNTEERS:

Parents who would like to volunteer must complete a Volunteer/Chaperone application before they are allowed to volunteer. To register as a parent volunteer, scan the QR code with your camera or visit [Pearland Volunteer/Chaperone](#) page. Volunteer forms must be updated yearly. All volunteers are required to present a valid photo ID and sign-in at the front before entering the building.



[Volunteer/Chaperone](#)

WEATHER AND DRILLS:

Lawhon Elementary has an emergency plan prepared and ready for implementation in the unlikely event of a school emergency. Emergency drills for fire, tornado, and lockdowns are practiced throughout the year to familiarize students with procedures. When severe weather causes hazardous driving conditions or any other conditions exist that might delay the opening of schools or cause schools to be closed, parents and students are encouraged to check the district website, www.pearlandisd.org, social media pages and local television stations for current news reports.

WEEKLY FOLDERS:

Weekly folders come home on Wednesdays. Folders will contain graded papers, conduct, and/or informational flyers from the school and PTO. You may visit your teacher’s website as well for weekly learning objectives, important dates and much more.

