

E. A. “Squatty” Lyons Elementary School



...Where Excellence is Expected...Unlock
Your FULL Potential!

Student Handbook 2025–2026

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MISSION STATEMENT

At Lyons Elementary, we ensure every student has equitable access to a safe, supportive environment that fosters growth, successful learning opportunities, and where failing our community is not an option.

VISION STATEMENT

At Lyons Elementary, we envision a school community where every student, staff member, and teacher thrive in an empowering learning environment built on consistent and insistent rigorous academic practices. We are committed to fostering lifelong learners and critical thinkers who are prepared to succeed and lead in a global community.

CORE BELIEFS

Our belief is that excellence comes from implementing and delivering effective campus-wide instructional practices that include learning expectations for teachers and students. A strong instructional foundation consists of a well-managed classroom with high academic and behavioral expectations. By setting these expectations, our students and teachers are given the opportunity to interact positively with their peers and demonstrate student understanding through rigorous classroom data driven lessons and collaborative Professional Learning Communities.

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.

BOARD OF EDUCATION

Approve a Code of Student Conduct that identifies standards of conduct for students and enact policies and procedures necessary for implementing and enforcing a structured and disciplined learning environment here at Lyons Elementary.

STUDENTS

- Develop constructive student relationships with peers and school personnel.
- Contribute to the overall safety of the campus and campus community by reporting anything that would threaten an individual or the school community; if you see something, say something.
- Adhere to District, school, classroom, and school-related activity rules and regulations consistent with this Code and campus specific procedures.
- Exhibit the highest standards of behavior to create a positive and welcoming school atmosphere.

PARENTS

- When visiting Lyons Elementary, Parents should be fully clothed, neat, and clean.
- Support District, school, classroom, and school-related activity rules for student behavior and ensure that their children conduct themselves according to District standards.
- Provide the school with their current domicile address and, when available, current telephone numbers and email addresses.
- **Ensure student attendance at school. By state law, student attendance is the responsibility of parents and guardians.**
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school.

TEACHERS

- Establish classroom-management procedures that promote good student conduct and positive learning environments.
- Teachers will maintain open lines of communication with parents to keep them informed about student grades, behavior/conduct, upcoming events, and other important school matters.
- Contribute to the academic and social/emotional growth of all students.
- Develop constructive and positive relationships with peers, students, and parents.
- Support and adhere to all school and District policies, procedures, and regulations.

STUDENT DRESS CODE

The Code of Student Conduct describes a broad range of behavior considered student misconduct. We believe in providing your child high quality instruction and your support is essential to a positive learning environment:

1. Students should be fully clothed, neat, and clean.
2. ALL STUDENT FOOTWEAR MUST BE SAFE. Flip-flops, slides, sandals, and high heels are not permitted. Shoes must have a back, including Crocs and sandals. **TENNIS SHOES MUST BE WORN ON P.E. DAYS.**
3. Mini-skirts and mini-dresses are unacceptable. Skirts/skorts/shorts/biker shorts length must be to the knee.
4. Pants and shorts should not be distressed nor ripped holes; that is, they should not be skintight.
5. T-shirts, tops, blouses, shirts, etc. must be free of inappropriate graphics, pictures, and wording/language. Clothing must not expose midriff or back. Crop tops are not acceptable.
6. Hair cannot be a distraction to the learning environment. No hats, caps, hoodies, or head coverings will be worn inside the building or classrooms.
7. 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 A.M. – 3:00 P.M.

1. Pre-Kindergarten, Kindergarten, ECSE, and SLL students arriving before 7:30 a.m. will have the opportunity to eat breakfast in the cafeteria from 7:00-7:30 a.m. If students are not eating breakfast, they are to report to the multi-purpose room and wait in designated area to be released to their classrooms. Students will be dismissed to their teacher at grade level at 7:30 a.m. After 7:40, students are to enter through the front doors to the school.

2. All students arriving before 7:30 a.m. will have the opportunity to eat breakfast in the cafeteria from 7:00-7:30 a.m. If students are not eating breakfast, they are to report to the multi-purpose room and wait in designated area to be released to their classrooms. Students will be dismissed by their teacher by grade level at 7:30. After 7:40, students are to enter through the front doors to the school.

Parents will drop off students on the McGallion St. (cafeteria side) ONLY.

Do **NOT** drop off students before 7:00 a.m.

Key Points to Remember

- Ensure arrival before 7:30 a.m. to avoid being marked tardy.
- If arriving late, after 7:45, parents must walk their child into the building to sign them in. Students should not be left alone without being escorted to the door with a parent/guardian.
- Be aware that the campus gates will close at 7:45 a.m. sharp.
- Instruction starts at 7:30 a.m., therefore aim to arrive on time to maximize learning opportunities.

DISMISSAL PROCEDURES

Daily Dismissal Time: Students are dismissed at 3:00 p.m. every day from Monday through Friday.

Car Riders: Car Tag Numbers: The calling of car tag numbers stops at 3:25 p.m.

After 3:25 p.m.: Parents must park, get out of their car with the dismissal tag number or a Texas driver's license, and come to the front to pick up their student.

Walkers:

- **Dismissal Tag Requirement:** Parents must show the dismissal tag number.
- **Without Dismissal Tag:** Parents without their dismissal tag must show a Texas driver's license or picture ID for verification. After verification, a staff member will retrieve the student.
- **Verification Policy:** Cell phone pictures and non-Lyons issued tags will not be accepted for student pick up.
- **Authorized Pick-Up:** Students will only be dismissed to individuals listed on the child's Pick-Up enrollment card.

Updating Student Enrollment Card:

- **Avoid Delays:** Ensure YOUR CHILD'S Pick-Up ENROLLMENT CARD is up to date to avoid delays during dismissal.

Key Points to Remember

- Be prepared to show a Texas driver's license or picture ID if you do not have the dismissal tag.
- Only individuals listed on the Pick-Up enrollment card are authorized to pick up students.
- Keep the Student Pick-Up List updated to facilitate a smooth dismissal process.

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 the tag has been collected, the parents 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 – 3:25	PK – K, Life Skills, ESCE	Pre-K Entrance Doors
3:00 – 3:25	1 st – 5 th	Cafeteria

No student is to be kept after school under any circumstances unless the teacher has notified the parents 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 or your child's teacher if your student will not be picked up by 3:25 p.m.**

DISMISSAL TAGS

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** while in the dismissal line.
- **Cell phone pictures and non-Lyons issued tags will NOT be accepted for students 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 must be shown.

Pre-K, Kindergarten, PALS, and Life Skills students, along with any siblings or other student traveling with them, will be dismissed on the Roxella (PK wing) side of the school.

No one will be allowed to park in 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 CAN be ORDERED FOR \$5.00 EACH IN THE MAIN OFFICE (*cash only*).

PARENTS MUST PICK UP THEIR CHILDREN BETWEEN 3:00 P.M. AND 3:25 P.M. THERE IS NO SUPERVISION AFTER SCHOOL UNLESS YOUR CHILD IS IN A SPECIAL AFTER-SCHOOL PROGRAM.

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 or PARK ANY SCHOOL GATES**
- **DO NOT BLOCK OTHER PARKED CARS**
- **DO NOT PARK IN STAFF PARKING LOT**
- **DO NOT BLOCK NEIGHBORHOOD DRIVEWAYS**

STUDENT ID BADGES POLICY

Issuance and Usage:

- **ID Badge Issuance:** All students will be issued a Lyons picture ID badge.
- **Daily Requirement:** It is imperative that students bring their ID badge to school every day.
- **Badge Functions:** The ID badges will be used for:
 - Breakfast, lunch, and dinner (clubs/tutorials)
 - Field lessons
 - Tardy check-ins
 - Library book check-out
- **Visibility:** Student ID badges **MUST** be always visible. This ensures the smooth flow of the instructional day and support for your child.

Replacement Policy:

- **Lost Badges:** If a student loses their ID badge, a replacement must be purchased for \$5.00.
- **Conduct Impact:** Losing the ID badge and requiring replacements impacts student conduct by demonstrating the importance of following directions and being responsible.

Key Points to Remember

- Ensure your child brings their ID badge to school every day.
- Make sure the badge is always visible.
- Be aware of the \$5.00 replacement fee for lost ID badges.
- Understand that maintaining the ID badge is part of demonstrating responsible conduct and following directions.

This policy emphasizes the importance of responsibility and preparedness, ensuring students have the necessary tools to participate fully in their school day.

CELL PHONE USAGE

CELL PHONE USAGE BY PARENTS/GUARDIANS DURING THE ARRIVAL (7:00 -8:00 A.M.) AND THE DISMISSAL (3:00-3:25 P.M.) OF STUDENTS IS NOT ALLOWED DUE TO THE SAFETY OF STUDENTS, VISITORS AND STAFF.

Student Personal Communication Device Use Policy: HOUSE BILL 1481

STUDENTS ARE NOT ALLOWED TO USE CELL PHONES DURING SCHOOL HOURS.

To ensure a safe, respectful, and academic focused school environment, the use of cell phones and similar electronic devices (cell phones, tablet, smartwatch, or any other

electronic device capable of digital communication) is strictly prohibited during the school day on all HISD campuses.

Students may not:

- Use cell phones for any reason (calls, texts, photos, social media, internet access, etc.)
- Display or visibly carry phones
- Use smartwatches or other wearable communication devices
- Have phones visible or audible at any time from arrival to dismissal, including lunch and passing periods

Our expectations are that:

- Students must leave their phones at home or store them, powered off, in their backpacks upon arrival.
- Phones must remain out of sight and unused throughout the school day, including during transitions and lunch, until the student leaves campus.
- Phones may not be carried in clothing or worn visibly at any time.

If a phone is seen, heard, or used during the school day:

1. The device will be confiscated by staff.
2. The student's name will be clearly labeled on the device.
3. The phone will be delivered to an administrator.

Consequences:

1st offense: Parents/guardians may retrieve the phone from the administrator after school and review the law and HISD cell phone policy.

2nd offense: Parent/guardian may pick up the phone from the administrator after one full school day and pay a \$15 fee to retrieve.

Further offenses shall result in elevated formal disciplinary action following the HISD Student Code of Conduct.

HYGIENE PROTOCOLS

Hand Washing and Sanitizing:

Routine Practice: All individuals must routinely wash and sanitize their hands.

Sanitizer Requirements: Use soap or hand sanitizer containing at least 60 percent alcohol.

Mandatory Washing: Hands must be washed regularly throughout the day.

Coughing and Sneezing Etiquette:

Cover Coughs and Sneezes: Students and staff must cover coughs and sneezes. Tissue will always be provided to your child.

Disposal of Tissues: Used tissues must be thrown in the trash immediately.

Post-Cough/Sneeze Hygiene: Wash hands immediately with soap and water after coughing or sneezing.

Key Points to Remember

- Regularly wash and sanitize hands to maintain hygiene.

- Use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
- Always cover coughs and sneezes with a tissue, dispose of the tissue properly, and wash hands immediately afterward.

This policy promotes a healthy and hygienic environment for all students and staff, helping to prevent the spread of illness.

DISCIPLINE

When on or off campus students should represent Lyons with dignity and pride. They are to abide by the following HISD's rules and expectations:

1. No disrupting the learning environment
2. Respect others
3. NO bullying

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 from 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 PROJECT CLASS 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	4. Ask Permission
2. Pay Attention	5. Accept "No"
3. Get Teacher's Attention	6. Accept Feedback

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Classroom Behavior Incident Report / Communication to Parents

Teacher: _____

Date: _____

Dear Parent of _____,

Your child did not follow our campus behavior expectations today. He/she has been reminded of our classroom expectations **multiple times** today with no improvement. After several warnings, he/she received a "U" or Red in conduct for today.

We encourage you to remind your child of our Project Class classroom management system | expectations to maintain a positive and friendly learning environment with no disruptions.

*Follow Instructions	*Pay attention	*Get Teacher's Attention
*Ask Permission	*Accept "No"	*Accept Feedback

Please talk to your child regarding following our campuswide learning expectations. Your child has demonstrated the following behavior/s with no positive outcome:

_____ Disrupted the learning environment: _____

_____ Unsafe behavior in the classroom: _____

_____ Disrespected a student or adult: _____

_____ Disrupted the learning environment in the cafeteria/hallways/recess/restroom/ancillary

_____ Other infraction: _____

Incident Report Dates: #1 _____ #2 _____ 3# _____



Campus Disciplinary Action – Admin

Be reminded of the consequences for multiple behavior incident reports will result in loss of privileges: school activities, planned field trips, and or classroom events.

This communication is intended to support and help change student behavior to continue his/her classroom learning. If you have any questions or concerns, please contact the teacher.

Please sign and return this form to your child's teacher:

Parent Signature: _____ Date: _____

Admin Notes:

ATTENDANCE POLICY OVERVIEW

Lyons Elementary Attendance Plan

At Lyons Elementary, we are committed to providing your child with the best education possible. We believe that building a strong partnership with our parents is essential to fulfilling our school's vision and mission.

The purpose of our Attendance Plan is to ensure that students attend school every day, as regular attendance is critical to academic success.

Attendance & Tardiness/Early Departure Interventions

Lyons Elementary will monitor attendance in alignment with Houston Independent School District (HISD) policies. Our process includes the following steps:

1. **Weekly Contact:** Parents will be contacted by the Attendance Committee to discuss any attendance concerns.
2. **Parent-Admin Conference:** Parents with ongoing attendance issues will be required to attend a conference with school administration and the Attendance Committee. This session aims to identify the causes affecting the student's attendance and provide support.
3. **Attendance Contract:** An Attendance Contract will be created to help prevent future interruptions to the child's education. This contract may include consequences such as loss of participation in campus-wide initiatives, field trips, and/or classroom events, at the discretion of the Attendance Committee.
4. **Progress Monitoring:** The Attendance Contract will be reviewed every 6 weeks to monitor progress and to ensure that the learning is not interrupted.
5. **Committee Evaluation:** Based on progress, the Attendance Committee will decide to either continue or dismiss the contract.

Monitoring Procedures Expectations

- **Teacher Communication:** After 2 days of absence, teachers will contact parents via Parent Square to check in.
- **Attendance Committee Contact:** After 3 days of absence, the Attendance Committee will reach out to parents for further follow-up.

Absence Reporting:

- **Written Excuse Required:** Students must present a written excuse from a parent or guardian within three days of returning to school after an absence.
- **Unexcused Absences:** Absences without a written excuse are unexcused and cannot be made up.
- **Compulsory Attendance Law:** All students enrolled in Houston ISD must attend school daily on time.

Acceptable Excuses for Absence/Tardiness:

- Personal illness
- Sickness or death in the family
- Quarantine
- Dangerous weather or road conditions
- Participation in school activities (with principal's permission)
- Emergencies or unusual circumstances recognized by the principal or designated person.

Tardiness Policy - Instruction Start Time 7:30 a.m.

- **Late Arrival:** Students arriving at 7:45 a.m. or later are considered tardy. Parents must escort tardy students into the building to receive a Tardy Pass from the receptionist.
- **Be mindful - Gate Closure:** All gates close at 7:45 a.m.

Key Points to Remember – TARDINESS

- Chronic Tardiness will be addressed according to HISD Tardiness Policy
- Ensure you submit a written excuse within three days for any absence.
- Understand and comply with the acceptable reasons for absence and tardiness.
- Aim to arrive before 7:45 a.m. to avoid being tardy.
- Be aware of the consequences for multiple tardies, including mandatory conferences, exclusion from certain school activities and detention on designated days.

STUDENTS LEAVING SCHOOL EARLY POLICY

Instructional Priority: Emphasis on Instruction: Instruction is the top priority, and students are expected to remain at school until the official dismissal time.

Appointments: Scheduling: Doctor and dentist appointments should be scheduled after school hours whenever possible.

Early Dismissal Protocol:

Emergency Situations: Early dismissal is allowed only for emergency situations.

Authorized Persons: Only parents, legal guardians, or people listed on the enrollment card can sign out students early.

Permit to Leave Early Form: This form must be signed at the reception desk at the school's front entrance.

Identification Required: All individuals checking students out early must present a picture ID.

Early Checkout Restriction: Cutoff Time: Students cannot be checked out after 2:15 p.m.

CAMPUS VISITOR PROCEDURES

We are fortunate in Lyons to have a strong commitment from families and other volunteers to assist in the school when needed. In keeping with state laws, Houston

Independent School District policy, and as a safety measure, we require that all visitors and volunteers sign in at the main office when arriving at school.

- Visits should not disrupt classes/school activities.
- Any items that may have been forgotten at home must be dropped off at the main office and will be delivered to the student at an appropriate time.
- Every visitor must wear a visitor's pass for the duration of their stay.
- Parents must be dressed appropriately to promote a friendly and professional learning environment. Wearing revealing clothing on any school campus presents a distraction to the scholars in the environment. As a parent, you help us reaffirm examples of professional dress and appropriate school attire when on campus. It is important to keep this in mind when entering the building. We strive to maintain our high expectations of self-respect and teamwork. Parents who wear revealing clothing will not be permitted onto campus.
- Upon leaving, all visitors must sign out.

Key Points to Remember

- Prioritize scheduling appointments outside of school hours.
- Ensure that anyone is authorized to check out your child early is listed on the enrollment card.
- Always bring a picture ID for early checkout.
- Be aware of the 2:15 p.m. cutoff time for early dismissals on regular days.

This policy helps maintain a focus on instructional time and ensures the safety and accountability of all students during school hours.

PARTICIPATION IN SCHOOL CLUBS/SPORTS

Eligibility Criteria for Clubs and or Sports:

Students must maintain satisfactory academic performance to participate in school clubs and sports.

Attendance: Regular attendance is required; excessive absences may affect eligibility.

Tardiness: Students with frequent tardies may be disqualified from participation.

Early Dismissals: Excessive early checkouts can impact on a student's ability to join clubs and sports.

Behavior: Good behavior is essential; disciplinary issues may lead to ineligibility. Zero incident reports on file for the year.

Key Points to Remember

- Strive for strong academic performance.
- Maintain regular and punctual attendance.
- Limit early dismissals to emergencies.
- Exhibit good behavior consistently.

This policy ensures that students participating in extracurricular activities meet academic and behavioral standards, promoting a well-rounded and disciplined student body.

CONFERENCES

Parent-Teacher conferences are face to face meetings designed to discuss classroom objectives, attendance, chronic tardiness, chronic early departures, teacher expectations, behavior, and/or 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 parents 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 can 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 damage 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 in the first week of school. New Socioeconomic forms must be submitted each year.

BREAKFAST PROGRAM

Breakfast will be served in the cafeteria to all students, grades PK – 5th and self-contained Special Education from 7:00-7:30a.m. If a student does not have their ID badge, they will be redirected to the end of the serving line, so that they can get a temporary breakfast card to use for the day. This process will delay their breakfast time. Students who arrive after 7:30 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 WILL use their student ID badges when they go through the serving line. ID badges MUST

be visible and present when going through the serving line. If a student does not have their ID badge, they will be redirected to the end of the serving line, so that they can get a temporary lunch card to use for the day. This process will delay their lunch time.

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 the table without permission from a Lyons staff member.
3. Leave the table and area neat and clean for the next class.

RESTROOMS

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

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

GRADING

Students in Kindergarten– 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.

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 make up that grade.

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 2025-2026 school year.
- All cycle grades will be used in the calculation of the final average for any class.

Elementary Schools Promotion Standards:

Grade	Promotion Requirements
1 st	• 90% Attendance Rule • 70% or higher in Reading/Language Arts, Math, Science or Social Studies
2 nd	• 90% Attendance Rule • 70% or higher in Reading/Language Arts, Math, Science or Social Studies
3 rd	• 90% Attendance Rule • 70% or higher in Reading/Language Arts, Math, Science or Social Studies
4 th	• 90% Attendance Rule • 70% or higher in Reading/Language Arts, Math, Science or Social Studies
5 th	• 90% Attendance Rule • 70% or higher in Reading/Language Arts, Math, Science or Social Studies

****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

INSTRUCTIONAL 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.

DAILY PROGRAM

Pre-K through 1st grade classes will be self-contained. 2nd through fifth grades classes will be departmentalized unless otherwise stated. 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 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. School Messenger/Parent Square post, text, and/or 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.

Download the ParentSquare mobile app

Send and receive school communications on the go

SCAN QR CODE To Register

ParentSquare

<https://www.parentsquare.com/signin>

ACCEPTABLE COMPUTER & TECHNOLOGY USE POLICY

Network Student Access: E. A. "Squatty" Lyons offers students access to the computer network for electronic mail and the Internet.

Parental Permission: All students must obtain parental permission at the beginning of the school year to gain access.

Forms Sent Home: An Acceptable Computer Use Policy, along with a permission slip and a Technology Use form, will be sent home with students during the first week of school.

Digital Citizenship:

Monitoring: Digital citizenship is highly monitored to ensure appropriate use of the web by all students.

Login Credentials: Students are forbidden from using other students' login credentials.

Technology device abuse and or vandalism: Technology usage will be limited and can result in students completing class work, exams, D.O.L., unit assessments etc. via paper.

Key Points to Remember

- Ensure parental permission is obtained for students to access email and the Internet.
- Review and return the Acceptable Computer Use Policy, permission slip, and Technology Use form promptly.
- Understand and adhere to the rules of digital citizenship.
- Never use another student's login credentials.

This policy ensures safe and appropriate use of technology resources, promoting responsible digital behavior among students.

LOST AND FOUND

A lost and found depository is maintained in the FRONT LOBBY/RECEPTION DESK. 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 maximizing 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 required 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, our Parent Engagement rep can assist at school. Please call the school for an appointment.

- ***PARENTS WILL NOT BE ALLOWED TO A CHAPERONE, ASSIST THE TEACHER WITH CLASSROOM ACTIVITIES, OR ASSIST WITH OTHER SCHOOL ACTIVITIES IF THEY ARE NOT REGISTERED VIPS!***
- ***Parent volunteers must follow all HISD and campus volunteer expectations. Please refer to the VIP guidelines for full details.***
- ***Volunteers will not be permitted to enter a field trip location without a Lyons Elementary VIP badge (RaPTOR badge).***
- ***Only approved volunteers who have completed the RaPTOR process and received badge may attend field trips. No additional guests, including small children, are allowed.***