BYRD ELEMENTARY SCHOOL
Quick Reference Guide

byrd.cfisd.net | 281-955-4020 | byrd@cfisd.net | 20002 West Rd Cypres, TX77433

Welcome to Byrd Elementary!
Please save this guide and refer to it as needed.
Contact us if you have any questions.

School Hours

School Hours: 8:15 a.m. – 3:35 p.m.

Doors Open: 8:05 a.m.

Breakfast Times: 7:55 a.m. – 8:25 a.m.

Tardy: After 8:15 a.m. Parents must come into the office to sign in late students.

Who to Call?

Homeroom Teacher		
Front Desk	byrd@cfisd.net	281-955-4020
Nurse		
Cafeteria		
Attendance & Registration		
Special Education		
Library		
Counselor		
Volunteers		
Campus Secretary		
Assistant Principals		
Principal		

Daily Schedule

GRADE	LUNCH	RECESS
Pre-K 1 Pre-K 2	10:50 am 11:20 am	11:20 am 10:50 am
Kinder	11:00 am	11:30 am
1st Grade	10:30 am	11:00 am
2nd Grade	11:30 am	12:00 pm
3rd Grade	12:30 pm	1:00 pm
4th Grade	1:00 pm	1:30 pm
5th Grade	12:00 pm	12:30 pm

Teacher Conference Times

ECSE	12:30-1:25 pm
Life Skills	8:15-9:05 am
Pre-K	12:00 pm-12:55 pm
Kinder	1:35 pm–2:30 pm
1st Grade	12:35 pm – 1:30 pm
2nd Grade	2:35 pm –3:30 pm
3rd Grade	11:10 am – 12:05 am
4th Grade	10:10 am – 11:05 am
5th Grade	9:10 am-10:05 am
Large Group	8:15 am-9:10 am

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Arrival & Dismissal

EARLY DEPARTURES: If you need to pick up your child before dismissal, please send a note with your child in the morning. The note should include:

- The time and reason for the early dismissal
- Phone number where we can reach the parent
- Name of the person picking up your child
- Homeroom teacher
- Any person picking up your child (parent included) must present us with a picture ID, be listed on the child's Emergency Information, and sign the child out in the front office.

No changes of transportation should be made after 2:00 pm.

Transportation

- If you have a question or problem with a bus issue, please refer to district website or call 713-692-3287.
- Transportation changes may be made by sending in a signed note with your student. Emails and phone calls will not be accepted.
- All transportation changes should be made by 2:30.
- To avoid confusion, please do not check your student out after 3:00.

Attendance

Attendance is taken daily at 10:08 a.m. (2:20 p.m. for afternoon ECSE students).

Students not present at these times will be marked absent. If your child is absent from school, please send a note upon your child's return stating the name of the student, homeroom teacher, date(s) absent, and the reason.

Lost & Found

Please label your children's items with their full name, including backpacks, jackets, and water bottles. This helps us return lost items to owners. If you are sending in any money to school, please label the envelope with your child's name and teacher.

Your child may check lost and found (cafeteria stage) when they enter in the morning or during lunch. Unclaimed items will be donated at the end

Item Drop Offs

Due to limited staff availability, we are unable to accept snack, lunch, or water bottle drop-offs during the school day.

Volunteers

If you are interested in volunteering, please send an email to ByrdVIPS@gmail.com. Visit our website and follow our social media for the latest volunteer opportunities.

Birthdays & Special Occasions

- Student birthdays are acknowledged in the classroom and on the morning announcements.
- Students will receive an ice cream coupon from the school.
- Parents may not bring or deliver balloons, cakes, cupcakes, favors, flowers, etc., for birthdays or other special occasions.
- Due to the Privacy Act, homeroom lists may not be provided to individuals.

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Visitors

We welcome your visits to Byrd! For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned, and you will be given a personalized name tag for your visit.

Cafeteria Visits: Cafeteria visits are not allowed for the first 5 weeks of school or on testing dates. Beginning September 23rd, lunch visitors are welcome on Wednesdays and Fridays.

Classroom Visits: Please make appointments with the teacher and limit visits to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. No classroom visits will be approved during the first four weeks of school.

Parties & Special Events: Only guardians listed on the student's Emergency Information may attend special events unless accompanied by the parent or legal guardian. Parents will be called if someone comes to visit the school and is not a guardian. Student visitors (from any Elementary, Middle School or High School) are not allowed. We encourage you to pre-register for special events if applicable. If you don't pre-register you will have to wait in line to have your ID scanned. There is a chance you could miss the event. This policy is for the safety of your child.

Testing Days: There will be no visitors, at any grade level, on STAAR and Benchmark testing days including lunch visitors. Look for testing dates on the Byrd Bulletin.

Lunch Visitor Policy

- Only one adult visitor per student is allowed, due to space limitations.
- Siblings must sit in parent's lap for safety reasons.
- No strollers allowed in the cafeteria. You may leave your stroller at the front desk.
- School-aged children from any grade level or school are not permitted, even if their school is not in session.
- Visitors may only provide food for thier own child.
- Visitors must sit in the designated area.
- Arrive early to check in and say goodbyes when the teacher signals for Silent Chew.

Food Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) from being served during the school day. However, a parent may provide food or beverages for his/her own child's consumption.

Dress Code

Our school will follow the district dress code guidelines.
A copy of the complete dress code is available on the CFISD website.

Spirit Wear

Byrd spirit gear is available for sale online. Check our website for promotions and deadlines.

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Stay Connected!

Good communication between home and school is important for the success of our students.

- Weekly communication – sent home every Friday.
- Leave a message for teacher with receptionist or e-mail your child's teacher (you will receive a response within 24 hours)
- Parent/teacher conferences will be scheduled at the request of parent or teacher
- Byrd Newsletter will be sent home electronically once a month.
- Please call ahead of time for an appointment to conference with a teacher, administrator, or other staff member.
- District Calendar, Facebook page, Instagram, newsletters and other information is on our website.

Update Your Contact Information

It is important that all of your student's information is updated and current, such as, address, phone numbers, and emergency contacts, so that we are able to contact you if needed.

Please notify us if there is a change in your student's information by sending a note with your child.

Medications

Only medications which must be given during school hours should be brought by a parent or guardian to the school nurse for administration.

Over-the-counter medications and prescription medicines must be brought in original containers with appropriate label with the student's name, content of the bottle and directions for dosage and time.

Students are not allowed to carry any medications to or from school (including items such as cough drops and vitamins).

Cell Phone Policy

Students are NOT permitted to use any personal communication devices on school property during the school day. Personal communication devices include, but are not limited to, cell phones, smartphones, tablets, smartwatches, Bluetooth audio devices, non-district issued laptops, and any other electronic devices capable of telecommunication or digital communication.

If brought to school, these devices must be turned off and stored in the student's personal bag while on school property. Simply setting a device to silent or vibrate mode, or using it for texting, does not meet the requirement of being "turned off" and is strictly prohibited.

Yearbooks

Yearbooks are available for sale online. Check our website for early bird specials, final deadlines and photo submissions.