



# Welcome to Lieder Elementary!

## School Procedures

We are happy to welcome you to the Lieder family. Our main priority is to keep your child safe while in our care. These procedures are to help us maintain a safe environment for all of our students and staff.

- **Absences**

- Students not in the building at 10:00am will be counted absent
  - Student arriving after 10:00am with a doctor's note dated with today's date, will not be counted absent
  - Parents will receive an automated call from the district regarding the absence
- Absences can only be excused with a written note from the parent or doctor note
  - Phone calls do not excuse an absence
  - Written notes should include:
    - Student's first and last name
    - Teacher's name
    - Date of absence/s
    - Reason for Absence
    - Parent's Signature
    - Parent's Phone Number
- Notes must be received within 3 days of the absence to be excused

- **Changing Transportation**

- Each student has one primary mode of transportation
  - Students going home by different methods on different days will require a note each day that the primary transportation is changed
- Any changes must be reported in writing by the parent/guardian
  - Written notes should include:
    - Student's first and last name
    - Teacher's name
    - Date of transportation change
    - Duration of transportation change
    - Mode of transportation (i.e. car rider, bus, walker, etc.)
  - Phone calls or e-mails **will not** be accepted
- All transportation changes must be received before 2:30 pm

- **Early Pick Up**

- Students need to bring a written note to the front office
  - Phone calls and e-mails **will not** be accepted
- Early pick up notes need to include:
  - Student's first and last name
  - Grade
  - Teacher's name
  - Reason for Early Pick Up
  - Who is picking the student Up
  - Parent's name and phone number
- **Students should be picked up before 3:15pm. No pick-ups after 3:15!**
- Students picked up prior to 10:00 am will be counted absent for the day and a written excuse will be required for the absence when they return

- **Authorized Pick Up**

- Guardians (listed on birth certificate or court documents) are the only individuals authorized to pick up a student
  - Written authorization must be sent by the guardian for anyone other than the parent to pick up a student.
    - Phone calls and e-mails **will not** be accepted

- Step-parents or other individuals may be authorized to pick up without prior written permission through a form available from the registrar.
    - Authorization must be updated yearly.
  - All individuals picking up a student are required to have photo ID at the time of pick up.
- **Change of Address or Phone Numbers**
  - Updates to address must be accompanied with a proof of residency
    - If renting, a copy of the lease
    - If buying, a current electric, gas, or water bill or purchase contract
  - Updates to phone numbers must be in writing
  - Updates to contacts must be in writing and be submitted by the guardian
- **Visitors for Lunch – THIS IS A CHANGE**
  - **Visitors are welcome to come and eat lunch with their child on Tuesday, Wednesdays, and Thursdays Only. No lunch drop off on Monday and Friday.**
  - **Only parents and guardians may come and eat lunch with their child.**
  - **Students of school age may not come to eat lunch with their siblings.**
- **Celebrations**
  - **Siblings of school age may not attend Lieder celebrations during school hours**
- **All student information must be requested in person due to FERPA (Privacy Rights).**
  - **A valid photo ID is required.**
- **Important Phone Numbers**
  - Main – 281-463-5928
  - Fax – 281-463-5531
  - Westgreen Transportation Center – 346-205-8405
    - Bus questions and issues need to be directed to the transportation center listed above

Thank you!

Lieder Elementary Staff