



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 our students and staff.

Meet our Administrative Team:



- **Communication**
 - In order to receive timely communication from our district and school, you must be enrolled in School Messenger. You can enroll at: <https://go.schoolmessenger.com/#/account/signup>. To opt into text in order to receive text messages from our principal, Dinah McMichael, go to <https://www.remind.com/join/liederfa> or text @liederfa to 81010.
 - In order to see what your students are learning on Twitter, follow us @CFISDLieder, #LeopardsExplore & #LiederLeopardsAreBetterTogether.
- **Absences**
 - Students not in the building at 10:00 AM will be counted absent.
 - Student arriving after 10:00 AM with a doctor's note dated with today's date, will have their absence excused.
 - Parents will receive an automated call from the district regarding the absence.
 - PM PreK students will have attendance taken at 1:30 PM. If students are not present at that time, they will be counted absent.
 - 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.
- **Tardies**
 - If your child is late to school, you need to walk in to Lieder and sign them in.

- **Students may not walk in to Lieder late without an adult.**
- **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.**
 - If your child is a walker, you may come meet them at the back of the playground. For the protection of instruction and safety of our students, all older siblings and community members cannot walk onto school property until 3:45.
- **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 emergency contacts 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**
 - **Lunches are closed to visitors the first two weeks of school so that routines and procedures may be established.**
 - **Visitors are welcome to come and eat lunch with their child on Tuesday, Wednesdays, and Thursdays Only. This is so that students can have time to socialize with their classmates.**
 - **Only parents/guardians and emergency contacts may come and eat lunch with their child.**
 - **School age students may not come to eat lunch with their siblings, even if they are not enrolled in our district.**

- **Celebrations**
 - Siblings, cousins, and friends 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

----(Cut off & Return ONLY the bottom portion. Keep the top portion at home to refer to throughout the school year.)----

Student's Name – **Please Print**

Parent/Guardian Signature

Student's Grade _____ Student's Homeroom Teacher _____ Date _____