

*Lantern Lane  
Elementary  
2019-2020  
Parent/Student  
Handbook*



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# Lantern Lane Elementary 2019-20

## Student/Parent Handbook

Welcome to Lantern Lane, home of the Yellow Jackets. We hope that this is the beginning of a great year for you and your child. We are all committed to a safe, nurturing environment where children are respected, valued, and encouraged to attain their highest potential. We always welcome your feedback and suggestions as we strive to provide the best possible academic and social environment for your child.

### Absences

When a student is absent he/she must bring a written excuse within five school days of the absence. An absence will be unexcused if a note is not brought to school within these 5 days. An absence form is available at the front office or on our website for your convenience. The note must include the full name of the student, date(s) of absence, reason for absence, teacher's name, grade level, and parent signature. Attendance notes should be emailed to the attendance clerk, Jane Lizalde (attendancelle@fortbendisd.com), and copied to the homeroom teacher. Emails will only be accepted from the email address we have on file in Family Access. Students are allowed to make up work when absent; students have a number of days to make up work equal to the number of days absent.

After three unexcused absences, students will receive a letter from the FBISD truancy officer. For clarification, excused absences include illness, death in the family, *approved* religious holidays, and verified court appearances. Absences for a death in the family are limited to 1 excused day (in town) and 3 days (out of town—in the states, and 5 days out of the country—with verification). For exemptions, refer to FBISD Student/Parent Handbook pg. 10-11 which includes documented health care-appointments for the students including, but not limited to, required screenings, diagnosis, and treatment for Medicaid eligible students. See policy in district handbook. (Texas Education Code 25.093-25.095).

Note: Family/individual vacations/visits scheduled during regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused absences regardless of the number of days missed.

The following absence note is available on our Lantern Lane Website for your convenience:

Attendance Note from Parent/Guardian			
Student's Name (Print Clearly) _____	Student ID# _____	Grade _____	Teacher _____
Please check: <input type="checkbox"/> late arrival absence <input type="checkbox"/> early departure absence <input type="checkbox"/> full day absence			
My child was /will be absent from classes on _____ for the following reason:			
Date (s) _____			
<input type="checkbox"/> Personal Illness		<input type="checkbox"/> Overslept	
<input type="checkbox"/> Family Emergency		<input type="checkbox"/> Religious Holy Day(s)/ Major Activity	
<input type="checkbox"/> Death of a family member		<input type="checkbox"/> Required Court Appearance	
<input type="checkbox"/> Car trouble/ traffic		(documentation required)	
<input type="checkbox"/> Student's Health Service (Doctor/Dentist/Counselor visit)		<input type="checkbox"/> Other: _____	Explanation _____
Late arrival time: _____		Early departure time: _____	
Parent/ Guardian Signature _____	Date _____	Telephone# (mandatory) _____	
<small>Notes must be submitted within two (2) days after the absence. Forgery of parent notes (of any school documents) is a very serious offence, and, if discovered, will be punished to the fullest extent permitted under the FBISD Code of Student Conduct. This parental note provides a reason for the absence. The determination to excuse an absence is made by school personnel.</small>			

## Assessments

A district-wide Reading Assessment, Ren 360, is given to your child at least three times a year; the beginning, middle and end of the year. The expected levels are listed below. Below are the instructional reading levels for promotion to the next grade level. Reaching the minimum reading level does not guarantee that your child will be promoted to the next grade level. The retention/promotion committee also considers yearly averages, attendance, and district and state assessments. There will also be computer-based reading level assessment to get more information about your child's reading development.

State of Texas Assessment of Academic Readiness (STAAR) Students in grades 3-5 will take the STAAR assessments in the spring. All 3<sup>rd</sup>-5<sup>th</sup> grade students will be assessed on the reading and math tests. 4<sup>th</sup> graders will also be assessed writing and 5<sup>th</sup> graders will also be assessed science. These assessments are used in combination with grades and attendance to determine academic placement for the following school year. Parents may not opt out of their children taking state assessments.

## Birthdays

- Students may bring party invitations but must invite everyone in the class (or all boys or girls) as appropriate. Invitations will only be accepted by the teacher to be sent home in the Wednesday folder. Birthdays are acknowledged in class by teachers as well as on our morning announcements daily. Electronic invitations may not be distributed via district internet.
- Per district policy, birthday celebrations are allowed at school but may not be shared during lunch. Only store bought food products are acceptable, provided by the parent or grandparent. They may be shared on or near the child's birthday during the last 5 minutes of classroom instruction time. Please keep in mind that we have several students with food allergies. For this reason, products containing peanuts or manufactured on equipment that processes peanuts, are prohibited. In addition, we request that mini or single serving items be provided to maximize instruction time.
- You will also need to complete a required form, GE-E-4, from the nutrition department prior to the celebration. This form is available on our website or at the front office and may be completed the day of the celebration. Please provide the store label or receipt along with any provided ingredient listing. Balloons are prohibited at all times.
- If you do not wish for your child to participate or be provided a birthday treat by classmates during birthday celebrations at school, please send a written note to your child's teacher with your specific request. Our teachers have been provided a list of students with food allergies, but your letter would be kept on record for substitutes as well.

## Bus Rules



Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- follow the driver's directions at all times;
- enter and leave the bus or van in an orderly manner at the designated stop;
- keep feet, books, band instrument cases, and other objects out of the aisle;
- not deface the bus, van, or its equipment;
- not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van;
- not possess or use any form of tobacco product on school buses;
- not eat food, drink, or chew gum
- be seated while the vehicle is moving;
- fasten their seat belts, when available on buses (must wear a seatbelt in a Van designed to transport 15 or fewer passengers)
- wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

<b>Be Respectful</b>	<u>Bus Stop</u>	<u>Loading</u>	<u>Bus Rules</u>	<u>Unloading</u>
	Respect each other and property, be on time	Be patient when loading bus, lend helping hand when needed	Keep hands/feet to self, share seat, listen to driver's instructions	Close window, throw trash in trash can, respect other's property
<b>Use Kind Words</b>	Greet others appropriately, inside voice	Find a seat quickly and quietly	Use inside voice, use appropriate language	Have a great day!
<b>Safety First</b>	Before approaching bus, wait for it to come to complete stop and door opens, be prepared 10 mins. before arrival	Avoid pushing others in aisle, be seated before bus departs	Ride safely, face forward, keep aisles clear, remain seated while bus is moving	Stay seated until bus comes to complete stop and door opens, avoid pushing others in aisle, cross 10 feet in front of bus, leave stop immediately, be respectful

When students ride in a district van or passenger car, seat belts must be fastened at all times. Misconduct on buses, in district vehicles, or at bus stops, will be punished in accordance with the Student Code of Conduct and the Consequences Chart below; bus riding privileges may be suspended.

Level of Infraction-examples	Consequences	
Level 1-Standing, out of seat, loud, gum, food, wrong stop	1 <sup>st</sup> Referral	Conference w/ student
Level 2-throwing objects, arguing/disrespect, profanity, inappropriate physical contact, verbal altercation w/student, persistent level 1 offenses	1 <sup>st</sup> Referral	1 day bus suspension
	2 <sup>nd</sup> /3 <sup>rd</sup> Referral	3 day bus suspension
Level 3-profanity directed at driver, physical altercation: slap, kick, hit, push, throwing object out of bus or at driver, vandalism to bus, actions that delay route, threats toward student, bullying, persistent level 2 offenses	1 <sup>st</sup> Referral	3 day bus suspension
	2 <sup>nd</sup> /3 <sup>rd</sup> Referral	5 day bus suspension
Level 4-Possession/Use of drugs, alcohol, or tobacco, assault of a student or driver, threat toward driver, lighter, matches, knife < 5.5", persistent level 3 offenses	1 <sup>st</sup> Referral	5 day bus suspension
	2 <sup>nd</sup> /3 <sup>rd</sup> Referral	10 day bus suspension

\*\*\*Severe and repeated infractions may result in immediate and permanent bus removal.

### Cafeteria

Breakfast is \$1.25 and lunch is \$2.25. Reduced-Priced Meal Breakfast is \$0.30 and lunch is \$0.40. Breakfast is served daily from 7:30 a.m. until 8:00 a.m. Students arriving after 8:00 a.m. will not be allowed to purchase breakfast (with the exception of late buses/daycare vans). Parents are always welcome to join us for lunch at Lantern Lane on Mondays, Wednesdays and Fridays. You may bring your own lunch, or for special occasions determined by our staff (such as Grandparents Day or Thanksgiving), you may order lunch on campus for \$3.25. Parents may go to the cafeteria after checking in at the front office and place money in their child's account, send money to school with their child, or deposit money online through Family Access (note that funds will not be available until the next business day). Immediately after announcements each morning, homeroom teachers take a lunch count and send it to the cafeteria along with any money or checks for lunch accounts. Be sure to include your child's first and last name and lunch number on all checks/cash sent to school for their lunch account.

Late Lunch Arrivals- A child's lunch brought in by a parent after the 8:10am bell will be placed on the grade level crate in the Cafeteria. Students are responsible for checking the crate for their lunch at the beginning of the lunch period. Due to the 30 minute time frame for lunch, if a child is without a lunch after 10 minutes, and a lunch from home has not arrived, they will be sent through the lunch line to purchase a tray at the parent's expense.

### Class Parties

According to district policy, two class parties may be held each year. One is to be held the day before Winter Break and the other on or near Valentine's Day. These parties are held during the last 45 minutes of the school day. Younger siblings of students will not be allowed on party days. Balloons are not permitted.

### Crisis Management Plan

The Lantern Emergency Plan was developed by the Lantern Lane Crisis Management Team composed of: Administrators, Team Leaders, Nurse, Counselor, Secretary, Lead Custodian, Cafeteria Manager, PRC Coordinator, Extended Day Site Coordinator, local law enforcement, and emergency departments and is reviewed annually. Lantern Lane staff, Extended Day, Cafeteria and custodial departments will follow this plan. Evacuations, severe weather, lock downs, and fire drills will be practiced on a regular basis so that everyone is familiar with the plan. Please take time to discuss the importance of these drills with your children.

### Deliveries

All non-essential deliveries such as homework folders, library books, lunches, jackets, etc., dropped off at the front office will be delivered when time permits.

### Digital Citizenship

Fort Bend ISD has established a Digital Citizenship policy for students, parents, and employees. This policy includes guidelines, availability of access, rules and responsibilities, and consequences for violations. Included in the new policy is the privilege of accessing systems during the school day using personal communication devices. In addition to the district policies stated, the following guidelines will apply to the use of personal telecommunication devices at Lantern Lane Elementary:

- Student use of personal communication devices during the instructional day:
  - is a privilege, not a right, and may be revoked if abused.
  - may allow students to gain access to the district FILTERED internet through the use of WiFi (any fees involved are the express responsibility of the owner and will not be covered by Lantern Lane or Fort Bend ISD)
  - will be limited to designated instructional areas under the supervision of Lantern Lane staff.
  - will only be allowed with permission of Lantern Lane staff.
  - may not be used for audio or video recording without consent of all parties involved AND without permission by Lantern Lane staff.



Lantern Lane Elementary will not be held responsible for lost items, theft, or damage to any personal communication device including those brought for designated reward time.

Personal Communication Devices include but are not limited to the following: Cell Phones, iPads, iPods, Notebooks, laptops, PDAs, any form of e-Readers.

To view these policies in full please visit [www.fortbendisd.com](http://www.fortbendisd.com). After reviewing this information along with the Fort Bend ISD Student Handbook and Student Code of Conduct, you will be required to submit a signed PARENT and STUDENT CONSENT CHECKLIST indicating your acceptance and awareness of all listed information. Failure to submit this information will restrict your child from accessing computers, networks, and internet for instructional purposes.

Please adhere to deadlines for the Parent/Student Consent Checklist.



## Arrival and Dismissal of Students

For safety reasons students may not be dropped off before 7:30 a.m. as there are no staff members on duty. Students will report to their designated areas upon arrival. In order to energized students for learning, they will be greeted by their teacher and enter their Classroom at 7:55 a.m. Academic warm up will begin at the 8:00 a.m. bell and announcements will begin promptly at 8:10 a.m. Please make every effort to have your child at school by 7:55 a.m. so they may participate in morning activities. If your child is not in class by 8:10 a.m. he/she will be marked tardy. Parents may walk students to class on the first day of instruction (or first day of enrollment) only. After the first day of attendance, students will proceed to their area under the supervision of staff members.

Safety is a number one priority at Lantern Lane. Any change of transportation home must be sent by parent via fax, email, or hand-written and received prior to 2:45 pm. At 3:20pm, students are lined up to await dismissal. Students are escorted by staff members to their dismissal area. This process helps to ensure that students are sent home in the way the parents have indicated in writing to the teacher. Safety is always our number one concern. Please be prepared for delays during the first week of school for all children to be dismissed and arrive home.



1. All students must have a "regular" way home. No changes will be made without a request in writing from the parent to the Classroom/homeroom teacher.
2. All walkers and bikers must have a "rainy day plan" on file with the homeroom teacher.
3. Car riders:
  - a. Students who reside to the south and west of Lantern Lane will be dropped off and picked up at the front of the building (front car rider). Display a YELLOW tag on visor all year.
  - b. Students who reside to the north and east of Lantern Lane will be dropped off and picked up at the Cafeteria entrance (side car rider). Display a YELLOW tag on visor all year.
  - c. See second page for a list of streets in the YELLOW front zone (use front entrance). All other street addresses are in the side zone (use Cafeteria entrance).
  - d. Safety Patrol and staff members will open and close car doors on the right side of vehicles only. Drivers are to remain in the automobile.
4. Day care riders and school bus riders will utilize the front drive for arrival and dismissal.
5. North walkers, bike riders and extended day will exit from the back doors and the walkers and bikers will be escorted to the edge of the school property. They will enter the back doors at arrival.
6. South walkers and bike riders will exit from the front doors and be escorted to the edge of the property at dismissal. They will enter the front doors at arrival.
7. Cars will only be allowed to turn RIGHT out of both school driveways.

*Please ensure you always have your YELLOW car tag placed on your dashboard. You will need to come in, show you identification to retrieve your child(ren) in the event you do not have it. We will follow all safety procedures to protect our LLE students. For safety reasons students are not allowed to walk across the parking lot during arrival or dismissal times.*



*REMINDER: State law prohibits the use of cell phones in all school zones.*

### SAFETY MEASURES

In an effort to maintain school security, the doors on the Mission Valley side of the school (cafeteria side) will be locked during the day. The doors will be unlocked in the morning until 8:10 a.m., and from 3:00 p.m. until 3:30 p.m. (afternoon dismissal).

We are deeply concerned about the safety of our students. Therefore, we are requesting that upon entering our Campus, all visitors go to the front office, located on the Lantern Lane street side of the building, sign in and put on a visitor's badge that is on a lanyard. We ask you to leave your ID at the front office to help us keep account of all the lanyards that are out for visitors. Please return the lanyard to the front office when you are ready to leave and pick up your ID. We appreciate your help in this matter.

### District Code of Conduct

The District Code of Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. The Code of Conduct will be available to parents as part of the FBISD Parent/Student Handbook in paper form or on the FBISD Web Page. The parent acknowledgment signature for the handbook has been added to the Parent Information Checklist form. All students must return this form to the teacher indicating they have access to the district handbook.



### Dress Code

Fort Bend ISD STUDENT CONDUCT FNCA DRESS CODE (LOCAL)

**GENERAL GUIDELINES:** Student attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the educational process. Appropriate dress and personal grooming by each student while at school or attending school-related activities shall reflect the high standard of the District and the communities the District serves. A student shall be neat and clean and shall follow the dress code established by the District.

**DRESS CODE:** The following shall apply to all students:

1. Heavy chains, medallions, headbands, or jewelry that may cause injury shall not be worn.
2. Shoes shall be worn, and if designed to be tied shall be properly tied at all times. Elementary students may not wear flip-flops or shoes without a back/heel strap. Appropriate shoes must be worn during gym classes.
3. As a general rule, hats and caps shall not be worn in the building; however, this does not include required religious head coverings. On selected spirit days, Lantern Lane students may have the option to wear hats, sunglasses, etc.

The District is cognizant of the need for free expression of opinion and the diffusion of ideas among students. However, no student shall wear or display any type or form of dress, emblem, or symbol that, in the judgment of the principal, may create substantial disorder or materially interfere with normal school operations. This includes items such as fire arms, weapons, illegal drugs, cigarettes, alcohol, and profanity. An exception to this provision is any required religious form of dress.

No student shall wear exposed rings, studs, or other jewelry associated with body piercing. Students may, however, wear earrings or ear studs that are not in violation of the current Student Code of Conduct, do not create a safety issue or substantial disorder, or materially interfere with normal school operations.

The same restrictions designated under the general guidelines above shall apply to any icon or representation that is visible on the body of the person. This includes, but is not limited to, tattoos, drawings, and/or other markings on the body or cut into the hair not associated with required religious markings or hairstyles. Hairstyles (cut and/or color) that adversely affect the educational atmosphere of the school shall not be permitted. Hair must be well groomed, neat, and clean at all times; the cut, any artificial coloring, special styling, or additional hairpieces must not detract from or interfere with the educational environment.

Tattoos, icons, and any other markings on the body that cannot be removed or not are required by the student's religion shall be covered at all times in an unobtrusive manner that is not disruptive to the instructional process. A student who has such markings on his or her body and who wishes to participate in extracurricular activities shall ensure that the markings are covered by the standard uniform for the activity and in compliance with the guidelines set forth above. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, shall regulate and enforce these guidelines.

Proper undergarments shall be worn at all times. Outerwear designed to look like undergarments or sleep/bedtime attire, including house slippers/shoes, are not permitted. Cut-offs, clothes with holes, see-through, or excessively tight or baggy fitting garments are not permitted. Garments made to be worn at the waist, such as shorts, skirts, and pants shall be worn at the waist. The sagging of such garments is not permitted.

**ELEMENTARY GIRLS:** Girls' clothing shall be appropriate for school wear and shall be of sufficient length or fullness to cover undergarments when the student is sitting, standing, stooping, or bending. All clothing must reach "finger-tip length" (i.e. the tip of the middle finger when arms are held straight down the side of the leg). Walking shorts are permitted provided they are no shorter than mid-thigh. Students in kindergarten through grade 2, however, may wear shorts or sun dresses that are slightly above mid-thigh. Halter, bare midriff, and bare backs are not permitted.

**ELEMENTARY BOYS:** Boys shall wear shirts and shall keep them buttoned with the exception of the collar button. Walking shorts that are no shorter than mid-thigh or "finger-tip length" are permitted. Students in kindergarten through grade 2, however, may wear shorts that are slightly above mid-thigh. Boys may grow their hair to a length to accommodate the current full hair styles for men that do not exceed just touching the shoulders at full extension in the back unless otherwise required by the student's religion.

### *DISCIPLINE MANAGEMENT PLAN*

Our school-wide discipline management plan is based upon the concept that teachers have a right to teach, students have a right to learn, and no one has the right to interfere with the teaching/learning process or to violate the best interests of any individual in the school community. Students are taught what is expected of them in the classroom and in all areas of the school building. The consequences for inappropriate student behavior are shared with the students on the first day of school. The following procedures will be used to help maintain an appropriate learning environment: Students who choose to break a school rule will receive a Level I offense form/PBIS documentation. Any staff member can issue a form/PBIS referral to any student who exhibits inappropriate behavior. Level I offenses include:

Copying	Obscene gestures
Horseplay	Cheating
Scuffling	Failure to comply
Running	Bus misconduct
Throwing objects	Hazing non-injury
Sleeping in class	Use pager/cell
Not prepared for class	Safety rule violations
Dishonesty	Inappropriate restroom behavior
Name calling	Disruptive behavior in the classroom



Students will take the form home for their parents to sign it and will return the signed form back to their teacher. After the 5th offense, students will be referred to the office. The administrator then will assign consequences for misbehavior in accordance with FBISD Student Code of Conduct.

Students who engage in severe inappropriate behavior will be referred to the office immediately. Some examples of severe behavior include, but are not limited to, fighting, bullying, stealing, vandalizing, insubordination. Consequences for any office referral could result in students receiving from in-school detention/suspension to 3 days of out of school suspension depending on the severity of the offense, expulsion and DAEP placement as appropriate.

Students who participate in extra-curricular activities will receive guidelines regarding appropriate school behavior from the activity sponsor.

### Early Leave

Parents who wish to pick up their child before the designated district dismissal time at 3:25pm must notify the teacher in writing on the day of the early pick up. When the parent arrives, the parent will sign the student out and the teacher will be notified to send the student to the office. The child will not be released to anyone except the parent with whom the student resides unless permission is granted in writing by that parent or as indicated on the Student Emergency Card. Students who leave and are not present for the 10:00 a.m. roll call will be marked absent for the day, unless they have an appointment with a healthcare provider. No early pickups will be allowed between 3:00 pm and 3:25pm Please help the front office by minimizing early pick-ups unless there is an emergency. Students being picked up early on a consistent basis without significant cause will be referred to the Attendance Committee and District Social Worker for truancy.

### Emergency Contact Information

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital. Only individuals listed on the emergency card will be allowed to pick up your child. Changes must be made in writing or from the parent/guardian email on file and will not be accepted over the phone.

### Field Trips

There must be an educational purpose or value to the field trip.

- No more than two parents serving as chaperones will be allowed to ride bus (unless approval from teachers) and all parents must have a Criminal History Form filled out and approved by the district for each school year. Parents must complete the form online and submit it to Human Resources via e-mail. To access the form online:
  - go to [www.fortbend.k12.tx.us](http://www.fortbend.k12.tx.us)
  - click on Be a Partner
  - click on Community Partnerships
  - click on Criminal History Checks
- Parents must sign and return their child's permission form before that student can participate.
- Only teachers will be allowed to administer medication while on the field trip.
- Siblings of students will not be allowed on field trips.
- Students with disciplinary concerns will be handled on an individual basis and may require a parent chaperone.



### Food/Snacks

Teachers may allow students to eat their snack during instructional time. Students may bring a healthy snack to school each day for morning or afternoon as determined by the teacher. All snacks must be of nutritional value. A good rule of thumb is that sugar cannot be listed within the first five ingredients. Candy, dessert, "junk food" items such as chips, cookies, cakes, or cupcakes are not allowed. Students may bring a "pop top" water bottle to keep at their desk throughout the day with water only. No sports drinks, flavored waters, or soft drinks are permitted.

### FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY:

Elementary school: teachers, principals, Student Council, parents, PTO, or any other person, company or organization may NOT sell or give away FMNV and all other forms of candy at anytime, anywhere on school premises until the end of the last scheduled class.



#### FMNV/Restricted Foods:

1. Soda Water: any carbonated beverage, including those advertising added vitamins, minerals and protein.
2. Water Ice: any frozen, sweetened water, such as popsicles and flavored ice, with the exception of frozen juice bars.
3. Chewing Gum: any kind
4. Candies: with sugar or artificial sweeteners, such as:
  - a. Hard Candy – starlight mints, sour balls, lollipops, cinnamon candies, breathmints and cough drops
  - b. Jellies and gums – gum drops, jelly beans, jellied & fruit-flavored slices
  - c. Fondant – candy corn, soft mints
  - d. Licorice – red or black
  - e. Cotton Candy
  - f. Candy coated popcorn

### Free/Reduced Lunch Program

Through a federal program students may qualify for a free or reduced-in-price lunch. The names of students who qualify are confidential. Applications are handled through the Child Nutrition Department and must be applied for on an annual basis. Parents are responsible for all charges incurred until notified that the lunch application is approved. If a parent fails to reapply and receive approval by the stated deadline, the student will begin to be charged the regular price for lunch and parents will be responsible for any and all charges.

### Homework Policy

We understand that each child works at their own pace and that family and after school activities can sometimes interfere with homework schedules. The minutes suggested below for each grade level are meant to be a guideline. Please understand that some homework may require longer sessions depending on the content and the child's work habits.

Grade Level	Written Assignments	Daily Reading Expectations
Kindergarten	10-15 minutes	5-10 minutes
First Grade	15-20 minutes	10-20 minutes
Second Grade	20-30 minutes	15-20 minutes
Third Grade	20-30 minutes	15-20 minutes
Fourth Grade	20-30 minutes	20-30 minutes
Fifth Grade	20-30 minutes	20-30 minutes

Homework assignments are always based on previous class instruction and are considered a review of material taught in class. Students need to practice these skills independently in order to achieve mastery.

In addition to written homework, daily reading assignments are also essential during elementary years to help students increase their fluency and stamina. Teachers may send home assignments in a variety of ways: sent Monday to be returned Friday, sent Friday to be returned following Thursday, sent daily. Each grade level will determine their policy based on student needs and the expectations will be shared at the first Parent Night in September as well as through a newsletter or website update twice a month.

- *Accommodations and/or modifications are also taken into consideration when assigning homework for special education or Section 504 students. Academic grades will not be based on homework assignments although some graded work may be sent home for corrections/review. If at anytime a child begins struggling with the amount of homework, a parent conference should be set up with the teacher to discuss the matter.*

### Lost and Found

Please label your child's belongings (hat, jacket, sweater, backpack, lunchbox, etc.). The school cannot assume responsibility for your losses or damages. However, if you report them immediately, every effort will be made to help you locate them. You may check the lost and found, by the back door, for any missing items. Unclaimed clothing and other items will be donated to the district's clothes closet (Shared Dreams) or the Fort Bend Women's Shelter for families in need at the end of each quarter.

### Health Concerns

Lantern Lane staff cares about the welfare of each child. Notes from parents about special health problems, extended or severe illness, or the need for temporary restriction of physical activities will help us care for all students. Students with communicable diseases, such as chicken pox or pink eye, are not allowed to attend school until their disease is no longer a threat to other students. Fort Bend ISD policy states that every child should be free of fever 24 hours before returning to school.



The facilities in our clinic are limited. It will not be possible for students to be kept in the school clinic if they are considered too ill to be in class: fever of 100.4 or above, vomiting, diarrhea, a rash that is not easily identified, or has symptoms of a communicable disease. Parents will be contacted to pick up their child as soon as possible if deemed necessary.

### Medication/Medical Concerns

All medication should be given, whenever possible, by the parent at home. If medication must be given at school, it must be furnished by the parent and kept in the clinic. Students may not carry medication, including non-prescription medicines, bug sprays, or cough drops with them or administer it to themselves or others without prior permission from the principal and school nurse. Students may not bring medications onto a school bus or into the school to give to the school nurse. It is the parent's responsibility to deliver and pick up all medications from the school; students cannot take medicine to and from school. Medication (prescription and non-prescription) not picked up by the end of the last day of classes for the school year will be destroyed.

Only authorized employees, in accordance with policies at FFAC, may administer:

1. Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
2. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
3. Non-prescription medication, in the original, properly labeled container, provided by the parent along with a written request.
4. Regular allergy injections WILL NOT be given at school.

The written parent request must include:

- Full name of student
- Physician's name
- Name of medication
- Amount of medication to be given (must not exceed the recommended dosage)
- When medication is to be given (time)
- Length of time (e.g. one week, one month, etc.)
- Reason medication is to be given
- Date
- Signature of parent/guardian

Possession/use/under the influence or distribution of over-the-counter medications or dangerous drugs is a violation of the Student Code of Conduct. Vitamins and homeopathic remedies (e.g., herbal preparations) will not be administered at school. Written instructions must be obtained from the doctor for any long-term prescription medication or if any over the counter medicine is not to be administered in accordance with product guidelines.



***EMERGENCY CARE INFORMATION***

It is very important that we have an emergency care card on file for each child. All telephone numbers and addresses where parents, relatives, or friends may be reached should be recorded and kept up to date so that contact can be made as soon as possible in the event of an emergency. Parents are requested to submit to the office any change of address or telephone numbers, so that our files contain accurate information. All parents must provide a telephone number where they may be reached any time of the day during the school year if needed.

Observations in the Classroom

Parents are welcome to schedule 30 minute observations in the classroom during instructional hours. Please contact and administrator and your child's teacher at least two days in advance to request a day and time. Once the date and time is agreed upon and approved by an administrator, an observation form will be sent home to complete. Please submit this written documentation to the front office when you check in on the day of the observation. Student/teacher interaction must not be interrupted at any time during the instructional day. You are asked to observe quietly and in a location designated by the teacher. Siblings may not accompany parents during classroom visits and must refrain from interaction with your child or other students during the visit. If you wish to discuss your visit or any other aspect of your child's education, please contact the teacher during non-instructional hours to set up a conference.

Parent/Teacher Communication

Each classroom teacher has a direct telephone line. The classroom phones do not ring during school hours (7:50-3:50pm) but allow you the opportunity to leave a voicemail message. Please allow staff 24 hours to respond. If there is an urgent message for the teacher or your child, please call the front office before 2:30pm so we can pass it along, as teachers may not have the opportunity to check voicemail during instructional time. Daily information comes home in the agenda/students daily folder/Wednesday Folder. Each classroom teacher will send out information, important notes, and student work in the weekly Wednesday Folder. With regards to behavior, K/1 teachers will utilize the agenda for daily parent-teacher communication and 2-5 will utilize the behavior journal. More details will be shared at the first Open House in September. If a concern arises during the year, we ask that you first contact the teacher. If you are unable to resolve the issue you may set an appointment with the counselor, specialist, or assistant principal to address your concern.



### Playground Rules

Students shall follow rules of safety and courtesy on the playground. Students must exit the building in an orderly manner. Use equipment in the way it was intended. No "tag" games on the equipment and no pushing others on swings or jumping out of swings. One person per swing – all others must stay a safe distance away. Students must play fairly and share equipment. Teachers on recess duty will closely monitor students at all times. All football/soccer/kickball games will be monitored by staff and may be prohibited by grade levels if they become too aggressive. Grade levels will determine if and when equipment from home, such as balls and jump ropes, will be allowed. Parents are not permitted on the playground during recess and should not park near the playground or attempt to interact with students by calling them to the fence.

### Progress Reports/Deficiency Notices

At the half way point of every grading period, students shall receive a Progress Report/Deficiency Notice. The teacher will be available for a parent-teacher conference upon request.



### PTO

There will be monthly PTO meetings during the school year that all stakeholders are welcome to attend. All parents are encouraged to become members of the PTO on our campus and attend meetings and events. Information regarding volunteer opportunities will be sent home in the Wednesday folder.

### REPORT CARDS/CONFERENCES

Report cards will be posted online every 9 weeks. The parent may request a paper report card copy and should sign and return the envelope in which the report card was sent. Fort Bend ISD has adopted new grading guidelines for Pre-Kindergarten (Pre-K) through 1<sup>st</sup> Grade students. Previously student progress was reported to parents using Satisfactory (S) or Needs Improvement (N). Starting this school year, student progress will be reported using three progress levels: Developing (DV), Progressing (PG), and Proficient (PF).

Student in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade receive grades in each subject area. Twice a year, FBISD provides the opportunity for parents to have a conference with their child's teacher(s). This will give parents an opportunity to learn about their child's academic and social progress. Parents may request additional conferences for specific purposes by sending the teacher a note stating the purpose of the conference or by calling the front desk and leaving a message.

Please mark your calendars for the following end of grading period dates and report card dates:

<u>Grading Period</u>	<u>End of Grading Period</u>	<u>Report Card Date</u>
First Nine Weeks	Oct. 10 <sup>th</sup>	Oct. 17 <sup>th</sup>
Second Nine Weeks	Dec. 19 <sup>th</sup>	Jan. 9 <sup>th</sup>
Third Nine Weeks	Mar. 6 <sup>th</sup>	Mar. 19 <sup>th</sup>
Fourth Nine Weeks	May 28 <sup>th</sup>	May 28 <sup>th</sup>



### Retention and Promotion Procedures

Along with your child being at the expected reading level at the end of the year, other items are also taken into consideration for promotion. The district states, "Student may be advanced to the next grade level by meeting promotion or placement standards. To be promoted, the student must; earn a yearly average of 70 or above in reading, language, math, and science or social studies; meet the state attendance requirements; and meet district and state promotion guidelines on assessments" (as noted on the front page of the report card). We look at all the information we have on each student. For example: PAPI, DRA, ITBS, report cards, STAAR, District Assessments (math, writing, science, and social studies), grade level assessments, and attendance. Parent-teacher conferences are offered each semester to explain how your child is progressing. Please feel free to contact the teachers anytime with concerns or questions. Retaining a student is a very difficult decision and we work very hard at Lantern Lane to ensure every child meets or exceeds the grade level expectations.



### School Messenger-Parent Notification System/Remind App

BlackBoard provides an easy to use communication tool for administrators to send parents information via the telephone, email, and SMS text messaging. Notifications of attendance and truancy are provided to parents through BlackBoard. Parents may choose to receive messages in English or Spanish. Parents may also request to receive email and/or text messaging services. Please be aware that costs may be incurred, depending on your service plan. The Remind App will be utilized by school administration for all LLE updates. Text @llepar to 81010 to join and get the Remind App!

### Tardies

A student who is tardy to class may be assigned consequences according to the Student Code of Conduct. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

For elementary students (grades PK-5) a student arriving after 8:10am will be considered tardy. If a student has five or more tardies in a grading period, he/she will receive a "N" (Needs Improvement) on his/her report card under the appropriate conduct section. Note: Taking a student out of school before the end of the school day without valid excuse may count against the student's conduct grade. Early pickups will count the same as tardies due to the missed instruction time.



When a student is late, he/she will follow the procedures listed below:

1. Parents must come into the front office and sign their child in after 8:10 a.m. Students are not allowed to be dropped off unescorted by a parent after the 8:10 tardy bell. This is for your child's safety.
2. If they do not have a tardy slip with them when they enter class, they will be sent back to the office.
3. The student delivers the tardy slip to the classroom teacher.
4. The teacher documents the tardy on the attendance roster.
5. Three or more tardies within a quarter will result in an "N" under "Follows School Rules" on the report card.

Teachers' Lounge-The teachers' lounge is reserved for faculty and staff. Students and parents are not permitted in the teachers' lounge without permission from the front office.

### Telephone Use

Teachers will use their good judgment when granting permission for student telephone use in the classroom. Students will be allowed to call home for emergencies from a school phone only. Students' use of a cell phone for calling or texting is not allowed.



### Textbooks/Library Books

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. **DO NOT USE ADHESIVE BOOK COVERS.** Textbooks will be issued at the beginning of the year, audited midyear, and collected at the end



of the year. The teacher will maintain accurate records to track all textbooks and may issue textbook forms for students that need to take books home.

- *Students are urged to take good care of all books to avoid a monetary fee at the end of the year.*



- *Report Cards and end of the year records will not be issued to students who owe fines for damaged or lost textbooks and/or library books.*
- **CONSUMABLES**—Students in all grades have some consumable books. Should students withdraw from FBISD, the consumable book(s) should be collected. If the student is transferring to another FBISD school, the consumable books will go with him/her.

#### Fees for Lost or Damaged Textbooks/Library

1. Torn pages Up to 25% of replacement cost
2. Ink or pencil marks (Minor/Major) \$1.00 per page / 50% to 100% of replacement cost
3. Loose bindings Up to 50% of replacement cost
4. Minor water damage (No Mildew) Up to 50% of replacement cost
5. Missing page/s (One or More) 100% of replacement cost
6. Obscenities—drawn or written 100% of replacement cost
7. Mold or Mildew 100% of replacement cost
8. Missing bar codes 100% of replacement cost
9. Late fee\* \$10.00 per book
10. Abandonment fee\*\* \$10.00 per book



#### Transportation Changes

At the beginning of the year child's homeroom teacher will ask you how your child will be going home each day. If any changes occur throughout the year, you will need to send a "Change of Transportation" letter signed and dated to school prior to the change. For the safety of your child, we can only accept notes signed by parent/guardian or an email from the parent/guardian (Emails must be received from an email address on file in Family Access). In an emergency, you may fax your letter to 281-634-4494 before 2:40 pm on the day of the change. Transportation changes CANNOT be accepted over the phone.

Exceptions will be only cleared through an administrator. We cannot accept changes to transportation after 2:55 pm.

#### Visitors to Campus

- All visitors must check in through the front office with a valid driver's license or ID to receive a visitor's badge. The badge will state your name, date, and destination. For the safety of our students, visitors are prohibited from going to other locations in the building, without approval from administration. Anyone attempting to enter through any other exterior door will be directed back outside to the front lobby. The visitors badge should be visible at all times. Children or siblings who are not currently enrolled at Lantern Lane are not permitted to attend events in the classrooms during instructional hours (i.e. holiday parties, classroom presentations). To accommodate our Texan families, special events will be held in the common areas when possible so that siblings may attend. Please return your visitor's badge upon leaving the building.

#### Withdrawals

Parents should notify the office of their intent to withdraw a student. A minimum 24-hour notice is required in order to prepare withdrawal records.

- Students must have their textbook records clear.
- Students must be cleared in both the library and Cafeteria.
- Current grades will be prepared for the withdrawal forms.

# BAD WEATHER DISMISSAL PROCEDURES

If the skies are threatening (thunder, lightning) or if we are having a “gully washer” kind of day, the following plan will be implemented. We will make this decision by 3:05pm and will post our decision on the Lantern Lane website, Remind App and do an email blast. (To get to our web site go to [fortbendisd.com](http://fortbendisd.com), click on Campuses, then click on Lantern Lane). These days only occur a few times per year. We appreciate your patience as we dismiss students. Safety is our first priority! On days where we are having a light rain or it is just sprinkling, we will follow the regular dismissal plan.

The following plan will be followed in case of severe weather conditions:



- Car riders will be seated inside the building and escorted to the appropriate car. Be aware that this will significantly slow down the dismissal process. PLEASE BE PATIENT and remain in your car and your child will be delivered to you safely. Please ensure you have your YELLOW tag displayed or you will need to retrieve your child(ren) from the front office with the necessary identification.)
- All Lantern Lane walkers and bikers will be seated in the hallways. Parents may choose to remain in their car in the car rider line or pick up their child at the walker door. We ask that all parents follow these procedures. Please do not attempt to pick up your child at the front lobby as this causes delays in dismissal. Bikes may be left at owner's discretion and picked up at a later time. Be sure to secure your bike to the rack with a lock at all times.
- Bus riders/Day Care riders/Extended Day will go home as usual, but arrival may be delayed due to weather. If your child's bus has not arrived by 4:00pm you may call the school for an update.



Parents are urged to monitor the weather forecast and make a plan before your child heads to school each morning. If appropriate, make sure that your child is equipped with the necessary rain gear. In addition, we cannot accept changes to transportation after 2:55 pm. Early pick up will not be allowed between 2:55pm and 3:25pm on any day. We appreciate your cooperation. Communication about the weather dismissal plan, if needed, will be communicated via school-messenger, the school website and Remind in a timely manner.

*We thank you for your support with this plan. Please know that our number one concern is the safety of our students.*

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## Acknowledgment Form

Lantern Lane Elementary Handbook 2019-2020

My child and I have received and read a copy of the Lantern Lane Elementary Student Handbook. I understand that the Handbook contains information that my child and I may need during the school year and that all students and parents will be held accountable for this information. If I have questions, I will contact the school to receive clarification.

I understand that it is the purpose of the school to educate my child; however, I know I, the parent or guardian, play an integral part to ensure the success of my child by supporting my child at home, ensuring attendance, and keeping open communication with the school. Return to teacher within 2 days.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Teacher's name

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Date