

## Little Cypress Elementary Important Information 2022-23



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### Campus Phone Numbers

Office – 409-886-2838

Fax – 409-886-8172

### School Day Hours 7:10 a.m. to 2:50 p.m.

6:50 a.m. - Doors open for students and breakfast begins

7:10 a.m. - First bell rings and students transition to class.

**7:15 a.m. - Tardy bell rings. Students are tardy at this time and need an adult to walk them in.**

2:30 p.m. - Final transitions for the day begin. No office pick-ups after this time.

2:40 p.m. - Bus loading begins by grade level

2:50 p.m. - Final bell.

### Conference Periods

- Teachers are available for parent/teacher conferences during their scheduled conference period. In the event that you need to meet or speak with your child's teacher, please note the following days and times for conference periods.
  - Pre-K: 9:45 to 10:20 a.m. Monday through Friday
  - Kindergarten: 12:50 to 1:55 Wednesday, Thursday, and Friday
  - 1<sup>st</sup> grade: 7:20 to 8:25 Tuesday, Wednesday, and Friday
  - 2<sup>nd</sup> grade: 8:35 to 9:40 Monday, Tuesday, and Friday
  - 3<sup>rd</sup> grade: 11:05 to 12:15 Monday, Thursday, and Friday

### Morning Drop-Off and Pick-Up

- Students may not be dropped off before 6:50 p.m. Please do not drop students off unless there is an adult on the porches to welcome them.
- Morning drop off for Pre-K through 1<sup>st</sup> graders is in the back parking lot between LCE and LCI.
- Morning drop off for 2<sup>nd</sup> and 3<sup>rd</sup> graders is in the front LCE driveway.
- Kindergarten through 3<sup>rd</sup> grade students are allowed to eat breakfast in the cafeteria from 6:50 to 7:10 a.m. Pre-K students have breakfast built into their daily instructional minutes.
- All students who are not eating breakfast will wait in the gym until 7:10 a.m.

### Afternoon Pick-Up

- All pick up happens through the back parking lot between LCE and LCI.
- LCE car tags are needed to pick up your LCE student. See the front office if you need one.

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- Those without a car tag will be asked to loop around and go to the front office so identification can be verified.
- LCI students with siblings at LCE will be picked up through the LCE line.

### **Transportation Changes**

- All transportation changes must be made before 1:30 p.m. to ensure that there is adequate time to notify all parties of changes. Please contact the transportation department at 409-670-4601.

### **Attendance**

- Attendance is very important for your student's success. In the event that your child does miss school, a written excuse must be submitted to the front office. If your child has a doctor or dentist appointment, please send them to school for whatever part of the day is possible. Every instructional minute matters.
- Tardies will count towards after school attendance detention and/or truancy. Please ensure your child is on time.
- Students may not be checked out early through the front office without reason. Early check outs will count towards after school attendance detention and/or truancy.

### **Breakfast and Lunch**

- The cost of breakfast is \$2.25, and the cost of lunch is \$3.25.
- Students may qualify for free or reduced meals. These applications must be filled out the first few weeks of school. You can get an application in the front office, the administration building, or at [lcmcisd.org](http://lcmcisd.org).
- To add money to your student's account, log in through Skyward Family Access, click on Food Service, click on Make a Payment, and create a Revtrak account if you do not have one. You may also bring a check or cash to the front office between 6:50 and 7:10 a.m. on school days.

### **Visiting Campus**

- Parents/guardians of Pre-K and Kindergarten students are welcome to walk them to class on the first day of school. LCE staff members will be on hand to assist students to class for the remainder of the year.
- All campus visitors during the school day need to check in and check out through the front office with a valid driver's license.
- Campus visitors will be expected to follow student dress code guidelines and behave in a manner that is professional and appropriate.
- A pre-printed visitor badge form will be used for campus-wide visitor events.

### **Campus-wide Visitor Events**

- For the 2022-23 school year, LCE will hold three campus-wide party days. The times per grade level are listed below.
  - Christmas Party December 16, 2022
    - Pre-K 9:00, Kindergarten 9:00, First 9:15, Second 9:30, Third 9:45
  - Easter Party Day Thursday, April 6, 2022
    - Pre-K 9:00, Kindergarten 9:15, First 9:00, Second grade 9:45, Third 9:30

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- End of the Year Party Day Thursday, May 25, 2023
  - Pre-K 9:00, Kindergarten 9:45, First 9:30, Second 9:00, Third 9:15
- Storybook Character Parade Monday, October 31st at 9:00 a.m.
- Kindergarten Graduation Wednesday, May 24 at 8:30 a.m.

### **Lunch Visitors**

- Emergency contacts listed in Skyward are allowed to visit their student for lunch on the following days and times:
  - Pre-K from 11:25 to 11:55 a.m. on the following weeks
    - August 29, Oct. 3, Nov. 7, Jan. 16, Feb. 27, April 10
  - Kindergarten from 10:15 to 10:50 a.m. on the following weeks
    - Sept. 5, Oct. 10, Nov. 14, Jan. 23, Mar. 6, April 17
  - First grade from 11:00 to 11:35 a.m. on the following weeks
    - Sept. 12, Oct. 17, Nov. 28, Jan. 30, Mar. 20, May 8
  - Second grade from 11:40 a.m. to 12:15 p.m. on the following weeks
    - Sept. 19, Oct. 24, Dec. 5, Feb. 6, Mar. 27, May 15
  - Third grade from 12:15 to 12:50 p.m. on the following weeks
    - Sept. 26, Oct. 31, Dec. 12, Feb. 20, April 3, May 22
- Emergency contacts listed in Skyward are also allowed to visit their student for lunch during their lunch time for their birthday unless the campus is closed for testing.

### **Office Drop Offs**

- Except for emergency situations, delivery of messages or items to students will not be allowed during instructional time.
- Families are not allowed to use DoorDash or other food delivery services for their students during the school day.

### **Birthday Celebrations**

- At this age, many families want to celebrate their student's birthday with their class. LCE allows small birthday celebrations at the teacher's discretion on one day a month.
- Families may send cupcakes or individually wrapped treats and individual drinks to the class. Goodie bags are not allowed.
- The birthday celebration days for 2022-23 are: August 26, September 30, October 21, November 18, December 9, January 27, February 24, March 31, April 28, and May 12.

### **Campus Administration**

Amber Hawk, Principal	ahawk@lcmcisd.org
Sommer Reynolds, Assistant Principal	soreynolds@lcmcisd.org
Corrie Zepeda, Counselor	czepeda@lcmcisd.org
Tessa Humble, Special Programs Coordinator	thumble@lcmcisd.org
Sarah St. John, Campus Curriculum Coordinator	sstjohn@lcmcisd.org
Bianca Sanchez, Registrar and Attendance Clerk	bsanchez@lcmcisd.org