


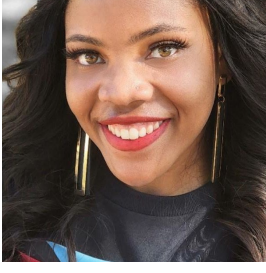



# Welcome to Lieder Elementary!

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

All new student registration is processed online, on the district website, [www.cfsd.net](http://www.cfsd.net) The campus registrar will contact parents when registration is complete and a start date has been established.

## Lieder Administrative Team

<p><b>Dinah McMichael</b> Principal</p> 	<p><b>Tammie Besch</b> Assistant Principal</p> 	<p><b>Melissa Blass</b> Counselor PK, K,2,4, SOAR, NAC</p> 	<p><b>Raven Corpus</b> Counselor 1,3,5,LS,Resource,PEAM</p> 
<p><b>Lesly Mook</b> Behavior Interventionist</p> 	<p><b>Amanda Cargill</b> Testing Coordinator</p> 	<p><b>Debi Schnitzer</b> Primary Inst. Specialist</p> 	<p><b>Miriam Udo</b> 2-5 ELAR Inst. Specialist</p> 
<p><b>Jesus Esparza</b> 2-5 Math/Sci. Inst. Specialist</p> 	<p><b>Paula Baiamonte</b> Librarian</p> 	<p><b>Blanca Alvarado</b> Nurse</p>	<p><b>Kathy Gutierrez</b> Campus Secretary</p> 
<p><b>LaKeisha Lewis</b> Diagnostician</p> 	<p><b>WE ARE BETTER TOGETHER</b></p>		

**Please contact the front desk at (281) 463-5928 to be routed to the correct person.**

<b>Dinah McMichael</b>	Principal	<a href="mailto:dinah.mcmichael@cfisd.net">dinah.mcmichael@cfisd.net</a>
<b>Tammie Besch</b>	Assistant Principal	<a href="mailto:tamra.besch@cfisd.net">tamra.besch@cfisd.net</a>
<b>Kathy Gutierrez</b>	Campus Secretary	<a href="mailto:kathryn.gutierrez@cfisd.net">kathryn.gutierrez@cfisd.net</a>
<b>Raquel Leon</b>	Administrative Secretary	<a href="mailto:raquel.leon@cfisd.net">raquel.leon@cfisd.net</a>
<b>Debi Schnitzer</b>	Instructional Specialist - Primary	<a href="mailto:deborah.schnitzer@cfisd.net">deborah.schnitzer@cfisd.net</a>
<b>Miriam Udo</b>	Instructional Specialist - 2-5 ELAR	<a href="mailto:miriam.udo@cfisd.net">miriam.udo@cfisd.net</a>
<b>Jesus Esparza</b>	Instructional Specialist - 2-5 M/S	<a href="mailto:jesus.esparza@cfisd.net">jesus.esparza@cfisd.net</a>
<b>Donna Lamm</b>	Math Interventionist	<a href="mailto:Donna.lamm@cfisd.net">Donna.lamm@cfisd.net</a>
<b>Irene Quiros</b>	Math Interventionist	<a href="mailto:irene.guiros@cfisd.net">irene.guiros@cfisd.net</a>
<b>Pam Robbins</b>	Reading Interventionist	<a href="mailto:pamela.robbins@cfisd.net">pamela.robbins@cfisd.net</a>
<b>Theresa Sweek</b>	Reading Interventionist	<a href="mailto:Theresa.sweek@cfisd.net">Theresa.sweek@cfisd.net</a>
<b>Francisco Toba</b>	Primary Interventionist	<a href="mailto:Francisco.toba@cfisd.net">Francisco.toba@cfisd.net</a>
<b>Natalie Nanez</b>	Dyslexia Specialist	<a href="mailto:Natalie.nanez@cfisd.net">Natalie.nanez@cfisd.net</a>
<b>Amanda Cargill</b>	Testing Coordinator	<a href="mailto:amanda.cargill@cfisd.net">amanda.cargill@cfisd.net</a>
<b>Paula Baiamonte</b>	Librarian	<a href="mailto:paula.baiamonte@cfisd.net">paula.baiamonte@cfisd.net</a>
<b>Blanca Alvarado</b>	Nurse	<a href="mailto:blanca.alvarado@cfisd.net">blanca.alvarado@cfisd.net</a>
<b>Blanca Warner</b>	Receptionist	<a href="mailto:blanca.warner@cfisd.net">blanca.warner@cfisd.net</a>
<b>Veronica Bello</b>	Registrar	<a href="mailto:veronica.bello@cfisd.net">veronica.bello@cfisd.net</a>
<b>Adela Cavazos</b>	Special Education Secretary	<a href="mailto:adela.cavazos@cfisd.net">adela.cavazos@cfisd.net</a>
<b>LaKeisha Lewis</b>	Diagnostician	<a href="mailto:lakeisha.lewis2@cfisd.net">lakeisha.lewis2@cfisd.net</a>
<b>Jeri Hardwick</b>	Speech Pathologist	<a href="mailto:Jeri.hardwick@cfisd.net">Jeri.hardwick@cfisd.net</a>
<b>Victoria Espinosa</b>	Speech Pathologist	<a href="mailto:victoria.espinosa@cfisd.net">victoria.espinosa@cfisd.net</a>
<b>CFISD PD</b>	Cy-Fair ISD Police	(832) 237-2373
<b>Technology Support</b>	CFISD Help Desk	(281) 897-HELP OR (281) 897-4357
<b>Transportation</b>	Westgreen Transportation	(713) My-CFBUS OR (713) 692-3287

## Communication

- You will receive the Leopard Link, our monthly newsletter from the school via School Messenger on the first Friday of the month.
- You will receive a weekly newsletter from your homeroom teacher that includes assignments and upcoming important dates and events.
- 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>.
  - Choose to receive text messages by texting “Y” to 67587.
- In order to see what your students are learning on Social Media, follow us with #growingLieders or #liederleopardsarebettertogether at:
  - **Twitter:** @CFISDLieder
  - **Facebook:** @CFISDLieder
  - **Instagram:** @LiederLeopards
  - **YouTube:** @PrincipalMcMichael

## 1:1 Technology Devices

- Every student enrolled in Cy-Fair ISD will be issued a Chromebook device and charger for the duration of the time they are in the district.
- Students in grades Pre-K, Kindergarten, and 1<sup>st</sup> grade will not bring their devices home. Their devices will remain at school and be charged in the classroom.
- Students in 2<sup>nd</sup> grade – 5<sup>th</sup> grade are responsible for charging their devices at home and bringing the device back and forth to school every day, to be used for instructional purposes.
- If technology issues arise with a student device, students are responsible for getting tech support by logging into HappyFox through my.cfid.net.

## Absences

- Attendance will be taken promptly at 10:00 AM.
- Students not in the building at 10:00 AM will be counted absent.
- Students 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.
- 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

- After 8:45, your child will be counted as tardy. Parents should park and walk into the front with their child to check them in at the office for the safety and security of all of our students.

## 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
  - Grade level
  - Teacher’s name
  - Date of transportation change
  - Duration of transportation change

- Mode of transportation (Car rider or bus)
- Phone calls or e-mails will not be accepted.
- All transportation changes must be received and processed before 3:30pm.

### Early Pick Up

- Parents should send a written note, with your child, on the day of the early pick up.
- 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 (must be guardian or emergency contact that is authorized for pick up)
  - Parent's name and phone number
  - Phone calls and e-mails will not be accepted for early pick up.
- Students should not be picked up after 3:30 PM without prior written permission or administrative approval.
- 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 unless it is an emergency situation.
  - A handwritten note must be sent by the guardian for anyone other than the guardian to pick up a student.
  - Stepparents or emergency contacts may be authorized to pick up with prior written permission unless a designee form has been filled out with the registrar.
  - All individuals picking up a student are required to have a 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 and the following documents:
  - If renting, a copy of the lease
  - If buying, a current electric, gas, or water bill or purchase contract
- Updates to parent or emergency contact information must be in writing and be submitted by the guardian.

### Visitors

- Parent parking is available in the front section of the main parking lot off Cairnvillage Dr. Curbs that are painted red are reserved for emergency vehicles only. Please refrain from parking in these areas.
- Parents will be able to have lunch with their students on Tuesdays - Thursdays beginning October 3rd for grades 1-5 and October 31st for kindergarten students. Students in PreK will not have lunch visitors as this time is crucial to their social-emotional learning. Due to the limited ability to deliver lunches during the school day, parent lunch drop off will not be permitted.
- Due to FERPA and food allergies, all lunch visitors will sit at the designated parent table and not at the class table, with other students. Parents may only provide food for their own child.
- Please refrain from bringing any more than 2 lunch visitors, so that all of our visitors may have a seat at the parent table.

### Birthdays

- Parents are welcome to join their child for lunch during Tuesday-Thursday on their birthday week and bring a treat for their child only. Due to Smart Food laws and student dietary restrictions, parents are not allowed to bring treats for additional students. Parents are not permitted to go back to the classroom to deliver birthday treats or items to the teacher.

**We look forward to working with you this year!**

*Lieder Elementary Staff* #liederleopardsarebettertogether