



## Frequently Asked Questions (FAQs)

- 1. Can I observe my child's classroom?** Absolutely. Schedule a day and time through the office. Classroom visits are limited to 20-30 minutes per day unless you receive a time extension from the principal.
- 2. Can I eat lunch with my child?** Definitely. Make sure you sign in at the office. Remember not to share any food items with the other children. Please sit at the designated parent table with your child at lunch. Do not invite other children to join you and your child during this time. Also, be respectful of the cafeteria rules and follow the requests of the lunchroom monitors. At the end of lunch, when your child's class is getting ready to exit the cafeteria, please make sure your child joins his/her class and follows the lunch monitors' directions.
- 3. Can I go to recess with my child?** As per the MISD Elementary School Handbook, parents may not accompany their child to recess.
- 4. Can I accompany my child on his/her grade level field trip?** Each field trip is different so you will need to check with your child's teacher regarding your participation. Adults attending the field trip must come to the office the morning of the field trip with their ID to get a badge. Parents should not bring infants, preschool children and/or visiting school age guests on school sponsored field trips.
- 5. Can I bring cupcakes or other food items to share with my child's classmates for his/her birthday?** Our student handbook says the following: Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance.
- 6. What is the best way to communicate with teachers?** Email works great. However, sometimes a face to face conference is the most effective method of addressing issues and concerns. You can make an appointment directly with the teacher. Remember, conferences should not be held in the hall or during class time. Please do not enter the building before or after school in order to meet with teachers unless you have made an appointment. This is especially crucial first thing in the morning when teachers are getting students prepared to start the day.

## **Arrival and dismissal procedures:**

You may drop off your child no earlier than 7:30 a.m. in the front driveway or the side driveway, accessible by going around the back of the school. Staff members will be on hand to assist your child if needed. Avoid dropping your child off in the parking lot. You may park and escort your child to the crosswalk and/or door.

The front door and side door beside the Pre-K playground are open in the mornings for your child's arrival.

Dismissal instructions should be clearly communicated by the parent to the teacher. If there are any changes in the way your child is going home, you must send notice of those changes to the teacher ahead of time. Please avoid waiting until the end of the day.

Dismissal begins at 3:30 and ends at 3:45. If you arrive after 3:45, you will need to come to the front of the school, come in the office, and sign your child out as late pick-up.

## **Reminders:**

- During school hours (7:30-3:30), everyone must check-in through the office before entering the main building.
- **Tardies** – All students are to be in class by 8:00 each morning. Any student not in class by that time will be counted tardy. After a child accumulates 3 tardies, the Truancy office will be contacted. It is important for students to be in class on time so that they do not miss any instruction time. Excessive tardies can result in a fine.
- **Early Dismissal** – Students who leave school early are missing important instruction. Students should remain in school until dismissal time at 3:15. The only reason a student should be checked out early is for a medical appointment. If you do have a medical appointment and need to check your child out early, you **must** get here before 3:00. After that time, you will have to pick them up at their usual pick up spot.
- **Absences** – As stated in the handbook, students must attend school at least 90% of the days we are in session. If a student is absent, a note must be sent when they return so the absence can be excused. When a student accumulates 3 unexcused absences, the Truancy office will send a letter explaining MISD's policy on absences. Excessive absences can result in a fine. When a child accumulates 10 absences, whether excused or unexcused, you will be asked to come in for an attendance hearing with a school administrator.
- **Breakfast** – If your child eats breakfast at school, they must be in the cafeteria by 7:45. If they come in later than that, they will not be allowed to eat breakfast. They must be finished and in class by 8:00.
- **Sign Out** – If you need to sign your child out of school for any reason, you must bring in your driver's license or your pick up card. We do not release students to anyone whose name is not on the emergency card unless they have the pickup card.

- **Work Room** – We love our volunteers and appreciate what they do for us. For safety reasons, we do not allow volunteers to take their children into the workroom.

**Procedures are developed and implemented to ensure the safety of our Dinos and to maximize instructional time.  
We appreciate your support and understanding!**