

Important Information for M.I.S.Parents 2018-2019

TRANSPORTATION

Permanent Car Riders/Walkers

If your child will be a car rider or walker, parents MUST send the attached note to the school office. We MUST have on file that your child is a car rider or walker. If the school has no note, he/she will be put on the bus.

Change in Normal Transportation

If there is a change in transportation, you must send a note of change and who will be picking up child. If we have no note indicating a change of transportation, regular transportation arrangements will be followed.

- In case of emergency, call office by 1:00 p.m. No transportation changes will occur after 1:00 p.m.
- Parents cannot just text child change in transportation.

STUDENT DROP-OFF/PICK-UP

- Cars will pull single file into the car line.
- Parents will stay in car for student drop-off and pick-up.
- No cars will pull around another car in line to leave.
- No cars will park in the lot and wait for student to walk to the car or into the building.
- Doors will open at 7:35 a.m. for students to be dropped off.

Expect long lines and waiting for car pick up during the first weeks of school until we know the students and their cars. We are working hard to keep all students SAFE!

ATTENDANCE/TARDIES

Start Time: 7:55 a.m.

Dismissal: 2:25 p.m.

Instructional time starts at 7:55 a.m.

Students that are not sitting in their seats in the classroom at 7:55 a.m. will be counted tardy to class.

M.I.S. will follow the attendance guidelines for the corporation and utilize the Attendance Court for excessive absenteeism. Children need to be school on time and every day!

LUNCH

Please make sure your child has lunch money in his/her account each day. You can add money to your child's account from home or you can send any amount of money to school in an envelope with your child's name and teacher written on the front of the envelope. If you need lunch assistance, please complete the forms online. The forms can be found on the Merrillville Community School Corporation website.

Breakfast: \$1.50

Lunch: \$2.20

STUDENTS ARE NOT ALLOWED TO BRING LARGE BAGS OF CHIPS TO SCHOOL FOR LUNCH. THEY WILL BE TAKEN AWAY IF WE SEE THEM.

VISITORS TO THE BUILDING

All school doors are locked during the school day. Everyone must be "buzzed" in to enter the school. You must stop at the office to sign in and pick up a visitor's pass. All visitors will have their ID's run through the RAPTOR system. If you are picking up a child, you must have your driver's license with you to verify your identification. This is for the safety and security of your child. Parents must have a scheduled appointment to meet and talk with teachers.

REPORTING ABSENCES

If your child will be absent from school, you need to call 650-5306 before 8:00 a.m. Please report your child's name, grade level, teacher, and reason for being absent.

EARLY DISMISSALS
(DOCTOR'S/DENTIST'S
APPOINTMENTS, ETC...)

If your child has an appointment during the school day, please adhere to the following procedures:

1. Send a note to your child's teacher informing the teacher of the departure time.
2. Parent/Guardian must come to the office with their driver's license and sign the child out of the building.
3. If the student will be returning to class, YOU MUST come to the office to sign them back in.
4. Be sure to ask the medical office for a receipt regarding your visit, which will need to be turned in to M.I.S. office when your child returns to school.
5. Students will NOT be pulled from class to wait in the office until the parent arrives to pick up child. Plan accordingly.

IMMUNIZATIONS

All 5th graders should be in the process of obtaining their child's MCV4 (Meningitis) and Tdap vaccine for 6th grade. This is a state requirement. Please contact your physician's office to get these vaccinations. These vaccinations are also available at North Shore Clinic located at 6091 Broadway, Lake Health Department located in Crown Point, and most CVS and Walgreens. These immunizations will be due on the first day of school.

STUDENT ID'S

All students are expected to wear their student ID daily. Your child will receive two IDs. One will stay at school, and the other one may stay home. The School ID can get your child into various Merrillville Community School Events throughout the year for free or a discount. Students must have ID to attend ALL after school functions at MIS.

CELL PHONES

Cell phones are not allowed at school. They must remain in their backpack and in their locker, turn off, at all times. If your child's phone is seen or heard, the phone will be taken away from the child and placed in the office until a parent/guardian picks it up.

DRESS POLICY

Shorts need to be appropriate length of bottom of finger tips. Shirts should cover all appropriate parts including front and shoulders. Shirts for all students need to be school appropriate if they contain illustrations or wording. No leggings allowed unless worn with long shirt or shirt that covers bottom. No bandanas allowed. No saggy pants or jeans. Purses are to be kept in locker. If a young lady needs her purse, she will be allowed to get it prior to using the restroom. We believe that school is our job, so dress for your job!

GUM

Chewing gum is not allowed at school. Please keep all gum and candy at home.

COMMUNICATION

Weekly phone messages will be sent home to parents with information for the upcoming week. All newsletters, flyers, permission slips, etc.. will be sent home electronically to your email through Skyward. It is imperative that you keep your contact information and email address updated on Skyward throughout the year.

Teachers will use Class Dojo to communicate. ALL parents need to sign up with Class Dojo the first week of school.

Teachers and staff may be contacted in a variety of ways: Class Dojo, email, and phone. We encourage parents to reach out immediately with any concerns or questions. We believe that face-to-face meetings are the best form of communication and encourage our parents to set up meetings with the teachers as often as deemed necessary.

