



2018 - 2019

# MARBLE FALLS ELEMENTARY PARENT INFORMATION

Please contact the Marble Falls Elementary Office if you have any questions or comments regarding information in this flyer or any other matter this school year. The school telephone number is 830-693-2385.

## School Hours



Classroom instruction begins at 7:45 am with students dismissed at 3:15 pm. Students may begin entering the building at 7:15 am. All K – 5 students will report directly to the gym. PK students will meet in their classroom each morning and will go to the cafeteria as a class to eat breakfast. Morning assembly will begin each morning at 7:30. All students who choose to eat breakfast in the cafeteria should do so prior to going into the gymnasium. All car riders and walkers must report to school prior to 7:40 am if they wish to eat breakfast.

**School supervision will be provided beginning at 7:15 am. Please do not have students report prior to this time.**

## Visitors



In order to ensure a quality learning environment, we try to keep interruptions of instructional time to a minimum. Visits to the individual classrooms during instructional time are discouraged and shall be permitted only with the principal's approval. For safety reasons, MFISD District Policy states that ALL visitors must report to the front office and present valid photo identification (i.e. driver's license) in order to receive a visitor's badge. MFISD employees are required to notify the office if you are NOT wearing the campus "VISITOR BADGE". Please sign-out in the office at the end of your visit. Parents are encouraged to visit during breakfast, lunch, and during "special" events held throughout the year. Again, please remember to sign in and out at the front office.

## Lunch Periods

Pre-Kindergarten	10:45 - 11:15
Kindergarten	10:40 – 11:10
First Grade	12:10 - 12:40
Second Grade	11:50 - 12:20
Third Grade	11:20 - 11:50
Fourth Grade	11:15 - 11:45
Fifth Grade	10:50 - 11:20



**Breakfast and Lunch Prices** – Advance payment can be made via student lunch / breakfast accounts.

### **Breakfast prices:**

Regular Price \$ 1.00 per meal    Reduced Price \$.30 per meal

**Adult Breakfast \$2.00**

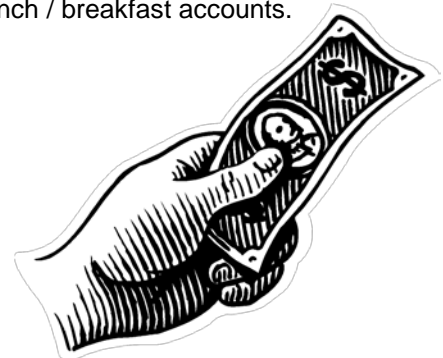
Extras: Milk \$.50 Juice \$.40 per serving

All campuses begin serving breakfast at 7:15 a.m.

### **Lunch prices:**

Regular Price \$1.85 per meal    Reduced Price \$.40 per meal

**Adults \$3.50 per meal**



To apply for FREE and REDUCED lunches please go to [www.marblefallsisd.org](http://www.marblefallsisd.org) and apply online.

## Transportation Information



The MFES office staff will be available to assist you with transportation issues that arise. If you have questions or concerns regarding transportation, please contact us immediately so we can resolve issues in a timely manner. The MFISD Transportation Department can also be reached at 830-798-2300.

**(Please see reverse side for more information)**

## Drop-Off / Pick-Up Policy



We expect to have a higher than usual number of parents who will drop-off and pick-up their children during the first few weeks of school. Therefore, we ask that you assist us by following the guidelines listed below and continue to follow them throughout the school year.

1. Drivers are required to use the "Drop-off / Pick-up" lane off Avenue U for morning drop off and afternoon pick up. School monitors will be out directing traffic to assist drivers during both morning drop off and afternoon pickup. A diagram showing the car drop off -pick up pattern has been provided for your reference and is available on the MFE website.
2. **If you need to change the way your child(ren) go home from school, please provide your child(ren) with a note for their teacher. Notes should be submitted to the classroom teacher immediately upon entering the classroom** Occasionally things happen, so if you must call to change the way your child(ren) go home, please do so before **2:15**. This assures us time to get the message to your child. **No changes will be taken after this time.**
3. Calls into classrooms cause a significant disruption to the learning environment; especially at the end of the day. **Therefore, requests to dismiss students from 2:30 - 3:15 pm are strongly discouraged.**
4. For the safety and security of the students, car riders will only be released to vehicles waiting in the pick-up line with a car tag displayed. **Parents should never cross traffic in the car line by "walking up" to take their child from the car line.** Please remain in your vehicle so that access to students can be monitored. This procedure is established to help ensure that students are picked up by designated caregivers. **If individuals do not have their pick-up tag, they will be asked to park and sign their child out from the front office.** Additional tags will be made available during the day in the front office. We appreciate your cooperation and understanding regarding this security measure.
5. **Parents who would wish to meet their child at the end of the day are asked to park in the rear lot across from the Granite Building. Parents may cross at the crosswalk and proceed across the PK-2 playground and wait for their student at the gate near the gym. To keep order in the car rider area, parents may not go past the gate unless they need to enter the office area. All individuals who choose to meet their child must have their "pick up" tag. If the tag is not provided, parents will be required to sign their child(ren) out in the office.**

## Parent / Teacher Conferences

Parent / Teacher conferences play a critical role in communicating student success and concerns. Conferences may be scheduled whenever you or the classroom teachers feel that it is necessary. We encourage you to schedule a visit with your child's teacher during his/her scheduled conference period should you have any questions regarding your child's progress. Below you will find the daily conference period for teachers at MFES.



Pre-Kindergarten	11:20 – 12:20
Kindergarten	1:20 – 2:10
First Grade	9:40 – 10:30
Second Grade	8:45 – 9:30
Third Grade	11:55 – 12:45
Fourth Grade	7:50 – 8:40
Fifth Grade	2:15 – 3:05

## Volunteering

Your participation in the education of your child is greatly appreciated and encouraged. We offer many opportunities for parent involvement at Marble Falls Elementary. The MFES campus does host parent and community volunteers for many activities on campus. Our volunteers are coordinated through our front office and PTO. A background check will need to be completed **each year**. Please see the front office for that form. We hope that you will sign up to help by volunteering around campus.

## Communication / Information

Good communication between home and school is essential. Marble Falls Elementary will send regular newsletters containing news and information about events taking place in the classrooms and around the school. School information will also be available via our school web page. Newsletters will come home with your student at the beginning of each month.

## Attendance

At Marble Falls Elementary, we believe that regular and punctual attendance significantly affects educational achievement and success of our students. The primary responsibility for school attendance rests with students and parents. MFES will record absences, tardies, and instances when students are signed out early. Parents will be notified as needed when absences / tardies / early sign-outs become excessive. Please refer to district attendance and tardy policies in our student handbook. If a student does miss classes due to absence, a note should follow immediately. Students are recorded as "tardy" after 7:45 a.m. After 10 a.m. the student is absent unless you submit a doctor's note.

## Birthdays

Parents or grandparents may leave **cookies, cupcakes or donuts (no drinks)** for students in the office on their child's birthday **no later than 2:00 PM**. They will be delivered to the classroom and distributed at 2:50 PM. **To reduce interruption of instruction, balloons, presents, or other items will NOT be delivered to students at school. Birthday invitations will NOT be distributed by students during the instructional day.**

## Monday Folders

Although students will bring home planners / folders daily, school information will be sent home every Monday or the first school day of the week. Please look for information such as our campus newsletters, informational flyers, and school information on this day.