

Greetings from Mrs. Dauphin

Welcome to Millsap! The efforts of dedicated teachers, enthusiastic & hard-working students, involved parents, and community support will make a difference. You are invited to visit Millsap, join our PTO, and participate in one of our many areas of volunteering. Our sincere wish is for this to be a most successful year for everyone.

The **Code of Conduct** District Student Handbook is on the district website: www.cfisd.net. You are asked to become thoroughly familiar with this important document and refer to it as questions arise. Please make note of policies regarding Attendance, Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks, and Dress Code. A hard copy of this document is located in our front office and the Millsap Library.

TRANSPORTATION CHANGES

If your child must change the way they go home, you must send us a note. When a note is not received, the usual method of transportation will be followed. ***Transportation changes should be made by a written request and followed up with phone call from the parent.***

We are unable to make transportation changes after 3:15 p.m.

ATTENDANCE

SCHOOL HOURS: 8:45 a.m. - 4:00 p.m. It is very important for each child to be at school every day for the entire day. **Students arriving after 8:45 a.m. must report to the office for a tardy pass before going to homeroom.** Please note that any time a student is counted absent, a written excuse is required within 24 hours or it will be considered unexcused. After 3 days of absences, the parents may call the school and request assignments, otherwise the work will be provided when the student returns.

Who's Who

Questions? **Your child's Homeroom Teacher is always the best first contact.**

Registrar – Stephanie Medina

Nurse – Staci DiAngelo

Cafeteria Manager – Mayra Munoz

Counselor – Cindy Lopez

Asst. Principals – Kelly Comin (PK, KG, 3, 5)

Mary Dawn Murr (1, 2, 4)

Principal – Joy Dauphin



Transportation

A Transportation form detailing the ways your child has permission to go home was sent home in the first day packet. Cars and day care vans are expected to follow the designated drive lines and only drop off students when signaled by a staff member. According to Texas Law, **no cell phones** may be used in the school loading zone. If you have a question or problem with a bus driver, please call Telge Transportation at 281-897-4565. **Students should not arrive earlier than 8:30 a.m., as we do not have personnel to ensure their safety and welfare.**

Early Departures

Sometimes it may be necessary for your child to leave school earlier than the regular dismissal time. On these occasions, a note should be sent with your child so the child will be in the office when you arrive. The note must include a phone number where we can reach the parent and the name of the person picking up the child.

Any person picking up a child (parent included) must present us with a picture ID, preferably a Texas Drivers License, and sign the child out.

Lunch Times:

10:50-11:20 Kindergarten
11:20-11:50 1st Grade
11:50-12:20 2nd Grade
12:20-12:50 4th Grade
12:50-1:20 5th Grade
1:20-1:50 3rd Grade

STUDENT ID BADGES

Every student will receive 2 badges at the beginning of the year at no cost. One badge is for transportation and will be attached to the student's backpack. The second badge will remain on campus to purchase lunch and check out books from the library.

The cost for replacement badges is \$3.00.

The cost for a replacement lanyard / plastic sleeve is \$2.00.

INCLEMENT WEATHER

On rainy days, walkers and bike riders will still be dismissed. In the event of heavy thunderstorms or lightning, we will hold the students at Millsap until the showers have passed or until a parent arrives. ***Please create a plan with your child for inclement weather days.***

School Grounds

Millsap opens its doors to students at 8:30 a.m. Please make sure your walkers or bike riders do not arrive too early as there will be no supervision until they are in the building. For your child's safety, "hanging out" on the playground equipment immediately before and after school is not permitted.

All students are encouraged to set up a lunch account with the cafeteria for use when lunch or lunch money is forgotten.

Please label EVERYTHING with your child's name.

We make every effort to return lost items.

However, we send hundreds of unlabeled coats, jackets, and personal items to charity each year.

This is an abbreviated version of our Student Handbook. For a complete version, please visit the Millsap website through www.cfid.net.

Medication Policy

ALL medication must be brought to the clinic by the parent or guardian and shall be secured there at all times. Medications may not be kept in the possession of a child.

BIRTHDAYS & FOOD FROM HOME

- Due to food allergies and imposed health regulations, you will not be allowed to bring lunch, cupcakes, favors, etc. for your child's classmates.
- **Students will NOT be allowed to distribute invitations to personal parties while at school.**

SCHOOL VISITATIONS

Many parents choose to occasionally eat lunch with their child or attend special events at Millsap. For your child's safety, ALL visitors & volunteers are screened through Raptor at the front office.

Visits to the classrooms during instructional time should be scheduled ahead of time and must be approved by the principal or her designee.

Club Rewind

Millsap Program Clerk: 281-897-4472

District Office: 281-807-8900

Email: clubrewind@cfisd.net