

August 6, 2018

Dear Parents,

Welcome to Dr. Dixie Melillo Middle School! We hope you are as excited as we are about beginning the 2018 - 2019 school year! The intent of this letter is to provide you with some important details regarding the school.

School hours are 8:30AM to 4:00PM. The tardy bell rings at 8:40AM. Please do not drop off students before 8:00AM because they will not be supervised until then. On the first day of school, the doors will not open before 8:00AM because we want to provide our staff the opportunity to get their own personal children dropped off at their school. Student names and assigned homeroom teachers will be posted on the doors underneath the blue canopy.

Please send a note with your child on the first day stating how he/she is to get to and from school each day. If it is on a bus, please list the bus number and familiarize your child with the appropriate bus stop. Bus information will be posted on the district website shortly, as well as, published in the South Belt Leader Newspaper. You may also call transportation at 713-740-0817. Car riders are always to be dropped off using the drive thru area at the front of the building. Transportation has asked that students **are never** dropped off on the side of the building near the biggest parking lot.

Breakfast will not be served on the first day of school. Please provide your child with breakfast so that they are prepared to put in a full day of activities at school. If you need to complete an application for the free/reduced lunch program, you may complete one on-line at <https://www.schoollunchapp.com>. If you are unable to complete the application on-line, you may request a paper application from the school. All students that ended the school year in Pasadena last year that were on the free/reduced program will begin on the program this coming year. **Students must reapply in order to remain on the program.** In order to build routine, we are asking that there are not any visitors during lunch to eat with students until September 11<sup>th</sup>.

Melillo will be hosting **Meet the Teacher on Thursday, August 16<sup>th</sup> from 3:00 – 5:00PM for both grades 5 & 6.** You and your child will be able to meet their teachers, receive their schedules, and get important tips on being successful at school. You may choose to come at any time during the 3:00 – 5:00PM time period. If you are unable to attend Meet the Teacher Night, the next available date to receive your child's schedule is on the first day of school.

Please check our website, [melillo.pasadenaisd.org](http://melillo.pasadenaisd.org), for dress code and a school supply list in addition to other details about Melillo. The Melillo staff looks forward to meeting each and every one of you. Relax and enjoy what little bit of summer remains!

Sincerely,

Your Melillo Family

