

August 6, 2019

Dear Parents,

Welcome to Dr. Dixie Melillo Middle School! We hope you are as excited as we are about beginning the 2019 - 2020 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, August 19<sup>th</sup>, 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 9<sup>th</sup>.

Melillo will be hosting **Meet the Teacher on Thursday, August 15<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

Welcome to the 2019 - 2020 school year! We are excited about a new year and want to ensure a smooth beginning! **The start time for students is 8:30 a.m. with the tardy bell ringing at 8:40 a.m.**

**Our dismissal time for all students is 4:00 p.m.** However, beginning at 3:57p.m., we announce for all bike riders to exit the building. This allows bike riders a head start to be in front of the walkers. We follow that with announcing for all walkers and daycare riders to go to the appropriate place for dismissal.

**Bus riders:** Bus students will be picked up at the side entrance of the school where the blue porch is located. **Buses will have priority at dismissal time.** Buses will arrive to pick up students and must be able to enter the school property. Please do not enter the bus zone during the time of 3:30-4:30 p.m. Please be considerate and allow the buses the ability to pass through the driveway. Car riders will not be allowed to be picked up on this side of the building.

**Car riders:** Parents that will drive-thru to pick up students will turn onto Hughes Road, and then turn into our main entrance. Drive around the Melillo Loop in the right hand lane and continue around to the front of the building. If you are coming from the Pearland Parkway area, you will also follow the loop but we ask that you be considerate of those coming from the opposite direction and take turns entering the loop so that traffic does not back up too much on Hughes Rd. Please remember that you must remain in your vehicle and pull all the way forward as directed by school personnel. **Please remember to use your student hang-tag on your rear view mirror** in order to speed up the dismissal process.

**Walkers:** Parents **will not** be able to walk up to the school to meet their child. Instead, your child will have to walk down the sidewalk to Riverstone Ranch Road where you may meet them on the opposite side of the street (pond side). Due to traffic congestion concerns, please do not park anywhere that is not designated as a parking spot.

Melillo's goal is to keep every child, parent and staff member safe during dismissal. Therefore, it is very important to follow these procedures at all times.

Thank you in advance for adhering to these procedures!