



Marvin Biomedical Academy
Procedures 2024-25
Welcome Marvin families!
We are looking forward to a marvelous year!

Beginning of School Day and Tardies

The instructional day for PreK through 5th grade is 8:05 a.m – 3:40 p.m. Breakfast begins each day at **7:30 a.m.** Students can arrive at 7:15 a.m, but they will wait in the gym under adult supervision. Please do not drop off children before 7:15 a.m. as there is no one to supervise until 7:15 a.m. Arrivals at 7:15 a.m. are for special situations where parents need to get to work or have siblings to drop off. Students who arrive prior to 7:55 will either wait with their grade level in the gym or have breakfast in the cafeteria under adult supervision. **Any student arriving after 8:05 a.m. is counted tardy for the day.** If you arrive after 8:05 a.m., you must walk your child into the office and sign them in. This is to ensure safety for our students.

End of School Day and Dismissal Plan

School ends at 3:40 p.m. each day. Since the safety and security of all students and staff are our first priority, our dismissal procedures allow us the opportunity to end the day in a safe, organized manner. It is important that your child has a regular going-home routine each day. Bus riders, daycare riders, bicycle riders, car riders, and walkers are designated to wait in specific areas of the building for safe dismissal; your child will know where to report.

****It is preferable that changes to your child's usual afternoon transportation does not happen frequently. If it is necessary to change your child's way home, please call the school's front office before 2:00 p.m.**

****If you need to pick up your child before school ends, please do so by 3:10 pm.**

Car Riders

For the safety of your child and others, all car riders must be dropped off and picked up in designated lanes. **As a reminder, cell phone usage in school zones is prohibited by state law.** Please also be mindful of using appropriate speed while dropping off and picking up. The McKenzie Street drive-thru is designated as the arrival (drop off) and dismissal (pick up) area. **The Brown Street drive drop off is reserved for PreK students and siblings attending Marvin.** During arrival and dismissal, all vehicles will approach Marvin Elementary by traveling south on Briggs Street and turning right (west) onto McKenzie Street. Parents will then enter the driveway off McKenzie Street to drop off and pick up students. Please do not block driveways in the neighborhood. We ask that you stay in your car during arrival and dismissal. **Please do not drop your child off in the parking lot or at crosswalks.** All car riders will dismiss on the north side of the school facing McKenzie Street. Please have your student's car tag displayed in the window of your vehicle at all times. If you do not have a car tag, you will be asked to park in the parking lot and come into the office to verify your identity. This is for everyone's safety. We appreciate your cooperation!

Walkers and Bike Riders

For their own safety, please verify that your student knows how to safely walk home from school. All students who walk home will gather in a designated hallway and be escorted out of the building at the crosswalk. They will be monitored by adults/crossing guards until they safely pass the crosswalk. Parents who wish to walk with their child may meet their child at these designated crosswalks. **Walker status is reserved for only those students who live close to the school. Any student using car transportation for any portion of their journey after school must be a car rider and follow appropriate procedures for safety.** Please do not stop on Brown Street, Marvin Street, or any other surrounding street to pick up students who are walking home.

Absences

Compulsory Attendance: Section 25.092 of the Texas Education Code contains the provision of the law commonly referred to as "the 90 percent rule" which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences. A student who is in attendance for at least 75 percent, but less than 90 percent, may be given credit or a

final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

Truancy: A complaint against a parent may be filed in the appropriate court if the student has unexcused absences 10 or more days or parts of days within a 6 month period (*TEC Section 25.093*) (*TEC Section 25.087*). Upon return to school, students will submit a written note signed by the parent listing the full name of the student, teacher's name, grade, date of absence, reason for the absence, and parent contact information. This can also be submitted via email to jjordan@wisd.org. Notes must be received within three days of the student's return to school. Attendance laws make allowances for absences caused by extenuating circumstances; please contact the attendance office for more details.

Parents Walking Students to Classrooms

All parents may walk their students to class on the first day of school only. Parents of PreK and K students may walk their children to class on the first three days. All visitors must have an approved name tag by presenting ID to scan through the RaptorWare Program prior to the first day of school. Be sure you have pre-registered on the Google form link shared in parent square.

Student Information

In the event you change addresses or phone numbers during the school year, please notify the school office so current information is always on file for emergencies.

Breakfast/Lunch

Breakfast is served from 7:30 a.m.- 8:05 a.m. Please make sure your child arrives early if breakfast is desired. You may deposit money in your child's meal account daily, weekly, or monthly through MySchoolBucks (on WISD website); please see the cafeteria staff for assistance with the MySchoolBucks Program. A monthly menu selection is posted online to provide meal-planning options. Students may only have lunch with someone on the designated lists in Skyward at a separate table. Guests may only eat with the student they are visiting. Food cannot be shared with other students.

Visiting

We welcome parents and community members to visit Marvin throughout the year. For the continued safety and security of everyone during the instructional day, you may park in the large side parking lot off of McKenzie and use the front main entrance. All other doors will be locked during school hours. In the office you will sign in, present ID to scan through the RaptorWare Program, and receive a nametag to wear while on campus. We ask that all visitors adhere to the student dress code while visiting the campus. ****Please complete the required background check located online or if you (or other adults in your family) plan to volunteer in classrooms or attend school-sponsored field trips as an official chaperone. As you leave our campus, please exit through the front office and return your nametag.**

Campus Security

We are committed to providing a safe, calm learning environment for all students. We routinely practice our Emergency Operations Crisis Plan, so do not be alarmed if your child talks about Evacuation, Lockdown, or Shelter drills. If you happen to be on campus during a drill (or actual event), you will be expected to follow the instructions given. Achieving the highest safety standard possible is critical to daily success.

Communication

Good communication and collaboration build trust among all of us. At Marvin Biomedical Academy, we strive to be the BEST each school day at making a positive impact in the lives of our students, helping each child grow academically, and providing meaningful, engaging learning experiences. Classroom teachers use the Parent Square platform as well as daily folders to keep you informed. Additionally, a weekly email is sent out on Sundays with information about the upcoming week. We encourage you to follow us on our Facebook page, Marvin Biomedical Academy - Waxahachie ISD, to see the great things happening on our campus.

On behalf of the entire staff, we look forward to an amazing 2024-25 school year at Marvin Biomedical Academy.

We are making our MARK!

Karin Polk, Principal

Julia Cedeño, Assistant Principal