

**2017-2018**  
**Back to School Information and FAQ**  
*for new and returning families*

**What is the schedule for the first days of school?**

The first day of school is Wednesday, August 23.

PreSchool, PreKindergarten, and Kindergarten will have half days (dismissed at 12:00) on Wednesday, August 23 and Thursday, August 24. They will have a full, regular day on Friday, August 25. The first day of aftercare for students in PreSchool, PreKindergarten, and Kindergarten will be Friday, August 25<sup>th</sup>.

First-8<sup>th</sup> grade students' have a full day schedule starting Wednesday, August 23<sup>rd</sup>, with aftercare beginning for those students who are enrolled in the program on that day.

There is *no* before care on August 23. Before care begins for all students enrolled with the YMCA on August 24.

**When and What is New Family and Middle School Orientation?**

New Family and Middle School Orientation is on Thursday, August 17 and is an opportunity for families to learn about some of things that will happen in school and classrooms. Two identical sessions will be offered – one in the morning and one in the evening. All families new to the school should plan to attend, as well as returning families with a rising 5<sup>th</sup> grader. Middle School families are encouraged to bring students and to bring your phone so we can help you download important apps.

**Thursday, August 17**

8:00am – 10:15am

**OR**

5:00-7:15pm

Please RSVP to let us know which session you plan to attend by visiting our website:  
[www.inspiredteachingschool.org](http://www.inspiredteachingschool.org)

**When and What is Meet Your Teacher Day?**

Meet your Teacher Day is an opportunity for students and families to come and meet their teachers. Families may arrive at any time during the meet your teacher window and should plan to stay for approximately 15-30 minutes.

**Monday, August 21**

8:30-11:30am (Grades PreSchool – 4<sup>th</sup>)

8:30 – 9:30am (Grades 5-8)

**What time does school begin/end?**

Lower School (PreSchool – 4<sup>th</sup> grade)

Academic Day: 8:45am – 3:15pm

Arrival:

- Doors open to cafeteria for breakfast at 8:00am
- Front doors open at 8:30 for students not eating breakfast.

- Students may arrive in classrooms beginning at 8:30am. Students must be in their rooms at 8:45 to be marked present and on-time.

Dismissal: 3:15-3:30pm

- Preschool and Pre-K families pick students up from classrooms.
- Kindergarten-4th grade families pick up from cafeteria.

#### Middle School (5<sup>th</sup> – 8<sup>th</sup> grade)

Academic Day: 8:30am -3:30pm

Arrival:

- Doors open at the 3<sup>rd</sup> Street entrance at 8:00 for breakfast and classroom arrival.
- After 8:25, the 3<sup>rd</sup> St entrance will be locked and students must go to the front entrance.
- Students must be in their homerooms at 8:30 to be marked present and on-time.

Dismissal: 3:30 – 3:40pm from the 3<sup>rd</sup> St. entrance.

### **What are arrival and dismissal procedures?**

#### Arrival

##### *Lower School*

Curbside drop-off and Kiss-And-Go will run from 8:00 – 8:40 at the Douglas St. entrance. In order to use this system, students must be old enough to undo their own seat belts and make their way independently to their classroom once escorted to the front door.

If you park and come into the school building, please obey all parking laws and use the sidewalks and crosswalks. Please do NOT complete a U-turn in front of the school, and do NOT allow students to cross the street where there is no crosswalk.

##### *Middle School*

Doors at the 3<sup>rd</sup> St entrance will be open and welcome middle school students from 8:00 – 8:25. Breakfast will be available at that entrance. After 8:25, students must enter from Douglas St. to receive a late pass.

#### Pick-up Early Childhood and Elementary

PreSchool and PreKindergarten students must be picked up from the classroom and signed out. All other students will be dismissed from the multi-purpose room. Adults picking up will enter the multi-purpose room from the exterior door next to the front door, pick up students from where they will be seated by classroom, and exit the multi-purpose room at the other end.

Adults picking up students will be required to show ID and to be on the student's approved pick-up list. Please allow extra time for pick up at the beginning of the year as families and staff familiarize themselves with this process.

#### Pick-up Middle School

All middle school students are dismissed from the 3<sup>rd</sup> St. entrance.

**Is there parking?**

There is no parking lot at the school; all parking is street parking. We work hard to be kind and considerate of our neighbors and to the extent possible; please avoid parking on the residential side of 3<sup>rd</sup> and Douglas Sts. The best choice is along Lincoln Ave, where parking is un-zoned and along 3rd and Douglas on the school-side of the street.

PLEASE NOTE: Street cleaning is in effect from April - October and limits parking on Wednesdays and Thursdays on some streets. Please pay close attention to parking signs.

**What supplies do my students need?**

Supplies will be provided to students. Families are encouraged to donate \$50 in cash or via check (written to Inspired Teaching School) for \$50 per student. This is a suggested donation.

Preschool and Pre-kindergarten students should bring a sheet or blanket and pillow for nap, and a comfort object if they use one (such as a stuffed animal or blankie). Students at this age are also encouraged to have an additional three sets of clothing to keep at school as accidents may be more frequent.

Middle School students are also asked to arrive on the first day of school with the following supplies:

- 2 2-inch binders
- 2 zippered/sealed pencil holders w/holes (one for each binder)
- 1 calculator
- 2 8-pack dividers

**Is there a dress code?**

Yes. All students are expected to be dressed in clothing that allows them and their peers to easily focus on their learning and participate in all school activities. This means that they must be wearing clothing they can sit, run, play, paint, write, and read in. All students must wear shoes that allow for safe participation in physical education and outdoor play activities, which means no flip flops or high heels are allowed. Clothing may not contain any derogatory/violent language or symbols, may not include references to drug or alcohol use, and must cover undergarments.

**When will I find out my child's teacher?**

Meet your teacher day is August 21.

**Do you offer breakfast and/or lunch?**

Breakfast is free to all students from 8:00-8:20 daily.

Sign up for lunch with Revolution Foods via the website or speak to Imani Taylor, Business Manager at [imani.taylor@inspiredteachingschool.org](mailto:imani.taylor@inspiredteachingschool.org).

Students bringing breakfast or lunch to school are reminded that we are nut free school. Students may not bring nuts/nut products, candy or soda to school. These items may be taken away.

**Is there before/after care?**

Yes, onsite before/after care will be provided by the YMCA and offered for a fee. Before care will begin at 7:15am and after care will end at 6:30pm. Registration forms will be sent in the Back To School packet and will be available on our website soon.

PLEASE NOTE: There is room in the program for the entire school to participate, so families do not need to worry about whether or not there will be room in the program for their child. Staff will be present at Meet Your Teacher Day and Back to School Night to share information about the program and help with the registration process.

**My student has an IEP/504. What are my next steps?**

Enroll your child; the school will need a copy of the IEP/504 or other relevant paperwork. Please contact Bevan Morrison, Special Education Coordinator (bevan.morrison@inspiredteachingschool.org) to share information or with questions.

**My student has a cell phone. What is the policy?**

Students bringing cell phones to school must turn them off. They must store them in their backpacks, lockers, or give them to their homeroom teacher at the start of the day. Students may not use their cell phones in the building or keep them on their person throughout the day. Cell phones will be confiscated for failure to adhere to the policy. Please refer to the cell phone policy in the Family Handbook. The Inspired Teaching School is not responsible for lost or stolen cell phones.

**Is there a Family Handbook?**

Yes. Handbooks will be distributed at Orientation, Meet your Teacher Day, and at Back to School Night (Tuesday, September 12). All families will receive a handbook and sign a confirmation of having received it. It will also be available on the website.

**Is there a school list serve?**

Yes. The Inspired Family GoogleGroup supports communication among Inspired Families. To sign up for the GoogleGroup, go to [googlegroups.com](http://googlegroups.com) and search for "inspired families" and click on "apply for membership." Families will typically be approved within five days of applying for membership.

The Inspired Teaching School's family listserve is a closed group designed for families to share information with each other in a respectful and collaborative manner, and not for sharing individual student or family concerns about school matters. The group is not intended for private marketing. Inspired Teaching Staff does not post information or comment on the Google group. Families are always encouraged to ask questions directly to staff when possible.

**Is there a text alert service?**

Yes. In cases of emergency or extremely time sensitive information, the school will send a message via its Text Alert System. If you are interested in enrolling in this free text alert program, please visit:

<https://www.amgalerts.com/frmUserInput.asp?USR=R19INS5948&Cat=1000>.

You will be prompted to input your name, email address and mobile phone number. Remember, standard data usage charges will apply.

### **What do I do if my child needs medications at school?**

Our school nurse keeps all medications. You must complete the following forms, all found on our website (<http://www.inspiredteachingschool.org/families/documents-and-forms/>):

- Authorization for Medical Procedure/Treatment
- Hold Harmless Letter

If needed, the following forms should be completed if they apply to your student(s). They can be found on the school's website:

- Action plan for anaphylaxis
- Asthma Action Plan
- Dietary restrictions

### **How do I know if my children's health records are up to date?**

You will receive a letter from the nurse by mail if records are not complete.

### **What are the public transportation options?**

The closest metro stations:

- Rhode Island Avenue (0.7 miles)
- Brookland (1.0 miles)

Bus routes:

- **D8** *Rhode Island/Union Station* (nearest stop: Franklin St and Glenwood Cemetery — 0.3 miles)
- **80** *Fort Totten/Brookland/Union Station/Gallery Place/Metro Center/McPherson Square/Farragut North/Farragut West* (nearest stop: Michigan and Franklin St. — 0.4 miles)
- **P6** *Anacostia/Metro Center/Rhode Island/Waterfront* (nearest stop: Michigan and North Capitol — 0.6 miles)
- **H1** *Brookland/Columbia Heights/Dupont Circle/Foggy Bottom* (nearest stop: Michigan and Franklin St. — 0.4 miles)
- **H2, H3, H4** *Brookland/Columbia Heights/Cleveland Park/Tenley AU Station* (nearest stop: Michigan and Franklin St. — 0.4 miles)
- **G8** *Brookland/Metro Center/Farragut North/Farragut West Shaw/Howard* (nearest stop: 4th St and Channing St — 0.2 miles)