

Magnolia Parkway Elementary

Policies & Procedures



We strive to ensure our students' safety and security. Please take the time to familiarize yourself with our policies and procedures.

For questions, please contact the main office at 281-252-7440

Visitors

All visitors will check in at the front office with a valid ID. A visitor's tag will be printed and worn while on campus. Lunch visitors will have a designated table in the cafeteria.

You may register for all schoolwide daytime events on our school webpage. Visitor badges will be preprinted to avoid check in lines.

Volunteering

Volunteers must register and complete a background check through the MISD system.

Afternoon volunteers will need to check in by 2:00 p.m. and report back to their cars by 3:15 p.m. Please park in the car rider line if you wish to leave with your child at dismissal. If you park in the parking lot, please wait until the car rider line is finished before walking across or exiting the parking lot.

Arrival

Back Entrance:

- Early morning childcare opens at 6:30 a.m. No drops offs before this time.
- Only students attending clubs or choir may be dropped off at the back door before 7:40 a.m.
- With only one lane of traffic, no passing of buses or cars is allowed.
- After 7:40 a.m., all drop offs must be at the front door—only buses may unload in the back.

Front Entrance:

- Students may be dropped off after 7:45 a.m.
- Parents should always walk students across the crosswalk.

Tardy Policy: Tardy bell rings at 8:20 a.m. Students arriving after this time will need to check in at front office and receive a pass to class.

Dismissal

No check outs after 2:45 p.m.

No transportation changes after 3:00 p.m.

Car Riders:

- Stay in your vehicle.
- Drive slowly through our parking lots.
- Have your name sign visible.
- Do not pass car rider line to enter the parking lot once dismissal has begun.
- Feel free to pull into the parking lot if your child needs help with a safety seat.

Transportation Changes

Please confirm transportation changes by 3:00 p.m. Changes can be made by calling the front office or sending a note with your child for each day a change is required. If changes are not made by 3:00 p.m., your child will travel home their regular method of transportation.