

**Cora Spencer Elementary**  
**Commonly Asked Questions**  
**August/September 2010**

1. Can I observe my child's classroom? Absolutely. Schedule a day and time through the office. Classroom visits are limited to 20 minutes a day unless you receive a time extension from the principal.
2. Can I eat lunch with my child? Definitely. Make sure you sign-in at the office. Remember not to share any food items with the other children. Please sit at the designated parent table with your child at lunch. Do not invite other children to join you and your child during this time. Also, be respectful of the cafeteria rules and follow the requests of the lunchroom monitors. When your child's class is getting ready to exit the cafeteria and go to recess, please make sure your child joins his/her class and follows the lunch monitor's directions.
3. Can I go to recess with my child? Since recess is an unstructured time and it is difficult for the teachers on duty to monitor interactions between visiting adults and the children, we do not allow parents to visit during recess. This is a time for your child to socialize with other students. If you want to become a recess monitor, please contact the office so we can provide a description of the job responsibilities and training dates.
4. Can I accompany my child on his/her grade level field trip? Each field trip is different so you will need to check with your child's teacher regarding your participation. Adults attending the field trip who are not MISD employees must have a criminal background check. Parents should not bring preschool children and/or visiting school age guests on school sponsored field trips.
5. Where do I pick up my child after school? All car riders will be waiting in the cafeteria for their names to be called for pick up. Place your child's "name plate" in the windshield of your vehicle. Name plates will be provided the first week of school. Please do not get out of your car. Your child will be brought to you. If your child is a walker, he/she will be released through the front door. No cars are allowed in the front loading zone, only buses. Bus riders will report to a grade level classroom and be released once the bus arrives.
6. Can I walk my child to class in the morning? If you choose to walk your child to class, you must enter the building through the front door and get a visitor's badge in the office before proceeding down the hall. Parents will not be allowed to enter the campus through the cafeteria. The Spencer staff will enforce this rule in order to fully comply with MISD safety procedures. After the first six weeks of school, students should be able to walk to class without a parent escort.
7. Can I bring cupcakes or other food items to share with my child's classmates for his/her birthday? Please celebrate your child's birthday after school hours or on a weekend. We recognize a child's birthday during the daily announcements and provide him/her with a special pencil. We do not allow birthday celebrations during the school day.
8. Do all parents need to have a criminal background check before volunteering at school? During the 2010-2011 school year, we will be asking all volunteers to receive a background check through the MISD police department. The school staff will be working closely with PTA to implement this process during the first six weeks of school. Please call the office for additional information regarding how to access the background check application.
9. What is the best way to communicate with teachers? Email works great. However, sometimes a face to face conference is the most effective method of addressing issues and concerns. You can make an appointment through the office or directly with the teacher. Remember, conferences should not be held in the hall or during class time. Please do not enter the building before or after school in order to meet with teachers unless you have made an appointment. This is especially crucial first thing in the morning when teachers are getting students prepared to start the day.



**Procedures are developed and implemented to ensure the  
safety of our Broncos and to maximize instructional time.**

