

## New Parent FAQ

Here is a list of questions that parents new to Hubbell Elementary often ask. If you have suggestions on additional items to add to the list, please bring them to the next PTA meeting or contact the PTA through the drop box in the school office. A full list of the questions is below, and after the list are detailed answers to each question.

**How do I get my child signed up as a new student, or open enroll my child to Hubbell Elementary?**

**Does my child need immunizations before starting school?**

**Is there a "kindergarten round-up"?**

**My student missed the registration day. Is there a kindergarten round-up for late registrants?**

**What school supplies do we need, and when do we bring them?**

**What are "school fees?" When do I pay them? What are they for?**

**Will I get a class list?**

**How will the school communicate with me?**

**What is Infinite Campus?**

**What websites have additional information?**

**Will my child be riding the bus to school?**

**How do pickup and drop-off work?**

**What is Metro Kids?**

**Are there after school events/clubs in which my child can participate?**

**How can I ask the teacher how my child is doing?**

**How do breakfast and lunch work?**

**How do I put money in my student's lunch account?**

**What if my child has food allergies?**

**How can I apply for free or reduced-price lunch?**

**If my child is sick, what is the process I should follow to notify the school?**

**Should I request missed school work?**

**What should I do if my child is tardy?**

**How can I volunteer in my child's classroom?**

**What does a homeroom parent do?**

**When I volunteer for the first time, where do I go to check in?**

**What is the PTA and why should I be interested in it?**

**Does the school have fundraisers?**

**What is IB?**

**What middle school or high school will my child go to?**

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### **How do I get my child signed up as a new student, or open enroll my child to Hubbell Elementary?**

The Des Moines Public School website has a section with information about enrollment and registration, with several helpful links. <http://www.dmschools.org/enrollment-registration/>

### **Does my child need immunizations before starting school?**

Yes, state law requires that all students enrolling in Iowa schools furnish a certificate of immunization for diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella and hepatitis B. Also if your child has lived in another country in the past year a tuberculosis test is required.

### **Is there a “kindergarten round-up”?**

Yes, kindergarten round-up usually takes place in February or March around the same time as spring conferences. You are able to complete forms and get information about kindergarten. However, this process is different for new students who have never attended a DMPS preschool or do not have family members already in the DMPS system. Those families will need to go to the Welcome Center located on 2<sup>nd</sup> Ave. to register and complete paperwork. All other students who have siblings in the system are able to register at their home school. There is a Kindergarten Jump Start in August which gives the parent and student an opportunity to meet the teacher and visit the classroom. An invitation to the Jump Start will be sent to your address during the summer, usually late July or early August. Within the week before school starts, there will be an open house where you and your child can meet the teacher, visit the classroom, and drop off school supplies. To learn more or find the dates, check the Hubbell calendar at <http://hubbell.dmschools.org/events/> or call the Hubbell office at 242-8414.

### **My student missed the registration day. Is there a kindergarten round-up for late registrants?**

If you miss kindergarten round-up you can register any time, either at the school or the Welcome Center.

### **What school supplies do we need, and when do we bring them?**

A list of school supplies is on the Hubbell website at <http://hubbell.dmschools.org/parents/registration/>. Lists are also available from the school office and are included in registration paperwork. Please note that some supplies, especially in the younger grades, are shared with the entire class. School supplies can be brought to school during the open house, in the week prior to school's start.

### **What are "school fees?" When do I pay them? What are they for?**

Elementary school fees are \$25 per student and are used towards the cost of books and supplies. You can pay them at the school after July 1<sup>st</sup> or online in Infinite Campus under Fees.

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## **Will I get a class list?**

Class lists are usually not sent home—however a school directory is published electronically, in the fall/winter, that lists the names and contact information for enrolled students whose parents have chosen to opt in and allow their information to be published. Please make sure you have completed the form to allow or disallow your child's information to be included in the school directory.

## **How will the school communicate with me?**

Schoolwide communications are often done by mass e-mails. Text notifications are also available. You will have the opportunity to provide your contact information at the time of registration, and periodically your child's teacher will ask you to review it for accuracy. Also, school and districtwide notifications are sometimes made through Infinite Campus (see next topic). Lastly, each student has a blue communication folder that the teacher can use to send information home with him or her.

## **What is Infinite Campus?**

Infinite campus is the school district's web-based student information system. It is accessible online and also there are mobile apps available for free download. More information is available at <http://www.dmschools.org/infinite-campus-studentparent-portal/>

## **What websites have additional information?**

Hubbell's website is located at <http://hubbell.dmschools.org> and includes information and links specific to Hubbell Elementary, as well as links to the district site. The Des Moines Public Schools website is <http://www.dmschools.org> and includes information and links that apply to all schools in the district.

## **Will my child be riding the bus to school?**

Most children who live in the attendance area for Hubbell are not eligible to ride the bus. A document that describes the district's transportation guidelines is available at <http://www.dmschools.org/departments/operations/transportation/>

## **How do pickup and drop-off work?**

Dropping off and picking up using a vehicle can be a stressful time, but if everyone follows a few simple rules it will be safer and less frustrating for everyone.

- If you need to park your car, park it in a designated parking space. DO NOT park in the bus drop-off area or next to the curb. Parking in these areas for even a few minutes causes safety issues and frustrations for other families and their children.
- The lane closest to the curb is the only lane where your child should exit or enter the vehicle. Do not pick up or drop off from the inner lane where he or she will have to cut between moving cars.
- Parking nearby and walking your child to school might help avoid some of the congestion that happens in the school's parking lot at the beginning and end of the school day. Consider parking at the Playhouse, the Shops at Roosevelt, or near Chamberlain Drive instead of at Hubbell.

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- The school's doors open at 8:00 am and class starts at 8:15. If your child is dropped off prior to 8:00 and is not participating in Metro Kids, he or she will need to wait outside until 8:00.
- Please communicate with your child's teacher at the beginning of the year how your child will be getting home from school, whether it be on the bus, picking up in a vehicle, or walking (either walking home or walking to your parked vehicle).
- No one's time or safety is more important than anyone else's. All students and their guardians are important and deserve respect. Please be considerate of others and follow the school's rules for pickup and drop-off.

### **What is Metro Kids?**

Metro Kids is a fee-based child care program for before-school and after-school care. Information about the program is available at <http://www.dmschools.org/academics/programs/metro-kids-care/> and also information will be sent to your address prior to the Open House at the beginning of the school year.

### **Are there after school events/clubs in which my child can participate?**

Yes! Information will be sent home by your child's teacher after the school year starts. Some popular activities for younger grades include Garden Club and Lego Club. Opportunities for older students include Book Buddies, band, and orchestra. Also you will receive information on non-school-sponsored activities in the community.

### **How can I ask the teacher how my child is doing?**

When you meet the teacher at open house before the start of the school year, you can ask him or her the best way to communicate. Some teachers prefer e-mail because they can read and reply when they have available time during the day. A list of teacher e-mail addresses is available at <http://hubbell.dmschools.org/contact/staff/>. Your child's teacher is also available to meet face to face and would be glad to schedule a time to meet. Hubbell is proud to have engaged families that are partnering with teachers to help the students succeed!

### **How do breakfast and lunch work?**

Hubbell serves breakfast and lunch every school day. Breakfast is optional and is served from 7:50 – 8:10 every morning. Each day you can choose to send a cold lunch with your child to school, or he or she can opt for the hot lunch served at school. Students who bring cold lunch have the option of purchasing milk from the cafeteria or bringing their own drink. Students who eat hot lunch sit at separate tables from those that eat cold lunch, but they all eat in the cafeteria at the same time as the rest of their grade level. Hot lunch includes one serving of the main dish and a choice of fruits and vegetables. Students must choose at least one fruit or vegetable and may take as much of them as they plan to eat. Payment for school meals is made by the student entering a number code to debit a meal account. Students receive and practice their codes in the first few days of school. Menus are available at <http://dmschools.nutrislice.com/menu/hubbell>.

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### **How do I put money in my student's lunch account?**

School lunch payments are made through <https://www.myschoolbucks.com/>.

### **What if my child has food allergies?**

Be sure to advise the school nurse of any allergies that your child has. Because there are no restrictions on what other students may bring to school in their cold lunches, in general children with food allergies eat at the table with their classmates who select hot lunch.

### **How can I apply for free or reduced-price lunch?**

Applications are available at <http://www.dmschools.org/departments/operations/food-nutrition/freereduced-lunch-application/>.

### **If my child is sick, what is the process I should follow to notify the school?**

Please call the school at 242-8414 before 8:00am to let them know that your child will not be there that day.

### **Should I request missed school work?**

This varies by class. Please contact your child's teacher to see what he or she recommends.

### **What should I do if my child is tardy?**

Walk your child into the office and sign him or her in on the green student sign in/out sheet. Your child will receive a pass from Sherrie, the Office Manager, and go to class.

### **How can I volunteer in my child's classroom?**

Parent volunteers help the school and its students to be successful! There are opportunities to help with class parties and extracurricular activities, and also many opportunities to get involved via the PTA. Talk to your child's teacher if you are interested in helping out in the classroom, and find out where your talents are most needed. All volunteers are required to fill out paperwork consenting to a background check by the district. This protects the safety of our students. Information and forms are available at <http://hubbell.dmschools.org/resources/volunteer-with-dmps/>.

### **What does a homeroom parent do?**

The homeroom parent's main duties are to organize the other parent volunteers for the class parties, and to organize a class donation to the annual Silent Auction fundraiser.

### **When I volunteer for the first time, where do I go to check in?**

During the school day, the door is locked. Ring the bell to the left of the door, wait for a click on the right side door that indicates that it has been unlocked, and pull to enter. Go to the office on the right and there is a sign-in book directly in front of the door. Next to the book there are "volunteer" stickers for you to wear while you are in the building. After signing in, enter the school building via the door at the back of the office.

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### **What is the PTA and why should I be interested in it?**

The Parent Teacher Association is a group that supports the school with time, money, and talents. It meets on the second Tuesday of every month in the school library, and attendees include parents, teachers, and the principal. All parents and guardians are invited, at all levels of involvement.

### **Does the school have fundraisers?**

Yes, but they are different from some other schools. Students at Hubbell are not asked to sell products to their family and friends to help raise money for the school. The PTA sponsors two main fundraisers during the year: the Geography Challenge where students collect pledges for their success on a geography quiz, and a Silent Auction in conjunction with the annual Fun Night. These fundraiser help the PTA to support the school in ways that include enabling field trips and purchasing materials to help the teachers.

### **What is IB?**

Hubbell Elementary is an International Baccalaureate (or IB) World School. In the IB program, students are encouraged to ask questions, explore, research, and use critical thinking skills. Six themes will recur throughout your child's participation in IB: sharing the planet, who we are, where we are in place and time, how we express ourselves how the world works, and how we organize ourselves. For more information, see the Hubbell website at <http://hubbell.dmschools.org/ibpyp/>.

### **What middle school or high school will my child go to?**

The Des Moines Public Schools website has maps at <http://www.dmschools.org/maps/> that show the attendance boundaries for the schools in the district and a tool for you to find out what schools serve your home address. Because of the IB program, Hubbell students are given the option to open-enroll into Merrill Middle School, rather than the middle school that serves their home addresses, if they would like to continue in the IB program. Most Hubbell students then continue to Roosevelt High School.