Transportation: Student Drop Off /Pick Up and Early Departure
Note: The parents/guardians are responsible for the daily transportation of their child(ren). CMIT- Elementary does not provide transportation during student arrival or student dismissal. Please update the authorized person(s), including the bus company or the childcare business, that will pick up your child(ren) by submitting an email or written notice to, evirgil@cmitelementary.org and wlove@cmitelementary.org.

Q: What is the earliest that I may drop off my child?
A: 7:35 a.m.

Q: Where should we drop off students in the morning?
A: All car riders should be driven to the rear of the building and dropped off at the cafeteria entrance. Parents must remain in the car in order to keep the process constant and mobile. Bus riders will be dropped off at the street level curbside near the stairs that lead into the parking lot. Students will safely cross within the parking lot crosswalk and follow the sidewalk along the side of the building to enter through the cafeteria.

Q: What is the earliest time that I may pick up my student?
A: Student dismissal begins around 2:25 p.m.

Q: What is the latest time that I may pick up my student?
A: Student dismissal ends at 2:55 p.m. Otherwise, students will be sent to Enrichment and charged an Enrichment Drop-In late fee of $20 up until 4 p.m. and/or an additional fee of $10 up until 6 p.m..

Q: Where should we pick up students in the afternoon?
A: All car riders should be picked up in the rear of the building at the cafeteria entrance. Parents must remain in the car in order to keep the process mobile. Please notice the flow of traffic and refrain from stopping in the middle of the pathway. If you need to buckle in your students we ask that you do not block the flow of pick up so that we can dismiss all students in a timely manner.
Q: What is the latest time that I may pick up my student for early departure?
A: Early dismissal ends promptly at 2:00 p.m. Students should be picked up from the Main Office. To expedite the process, please send an email the morning of the planned early dismissal to the student's teacher(s), the School Secretary Mrs. Virgil, evirgil@cmitelementary.org, and the School Registrar, Mrs. Love wlove@cmitelementary.org or call ahead to (240) 573-7240 when you are within 5 minutes from the school in order to expedite the process.

Q: What is the process for walkers?
A: CMIT-Elementary does not recognize walkers since there are no residences within walking distance. Please call the Main Office at (240) 573-7240 if you have unique circumstances relevant to the pick up of your child. Please consider that CMIT-Elementary does have a student body of 600+ and we are unable to accommodate 600+ different unique circumstances.

Uniform Policy
Q: How do I order uniforms?
A: All uniform shirts and tops are handled by the All American Wear. Please call (301) 459-5000. All khaki or navy uniform bottoms may be purchased here or at any retail store that sells uniform pants, shorts (except cargo pants), skorts, etc. Full dresses are not allowed for females. The CMIT-ES logo must show during the school day. PE uniforms are a requirement for grades 3rd through 5th only (K-2nd grades are not permitted to wear PE uniforms).

Q: When will the uniform policy be enforced?
A: The uniform policy will begin during the first week of school.

Q: When does the student wear the Physical Education uniform?
A: Please confirm the day of the week that the students enrolled in Physical Education class. Then, students report to school and wear the gym uniform all day. Parents may wish to send the students with wipes for sanitary purposes.

Q: Must the uniform shoe have all black?
A: Yes, the shoe worn with the uniform must be ALL BLACK. Any tennis shoes can be worn for PE and PE only.

Visitations and Volunteers
Q: How does a parent make an appointment to visit a class?
A: Please email evirgil@cmitelementary.org to request an appointment. Please allow up
to 48 hours for a response to the email. All classroom observations will be limited to 30 minutes.

Q: How does a parent volunteer for classroom assistance, chaperone of field trips, etc?
A: Please email the classroom teacher to express an interest in volunteering. The classroom teacher will contact the parent to establish a date, time, and the nature of the task(s). However, we ask that parents participate in a brief orientation sponsored by the PTO prior to volunteering. Please contact the PTO at cmitespto@gmail.com for assistance.

If you want to VOLUNTEER in your child’s class, the school building or chaperone on a field trip you MUST have a background check through Prince George's County Public Schools.

• SCHOOL VISITORS MUST:
  ◦ Undergo Security Process: scan of government-issued ID into Raptor Visitor Management System upon arrival to school in the front office
  ◦ Wear Raptor system badge for duration of visit
  ◦ Sign out at conclusion of visit
  ◦ Be escorted and under the supervision of PGCPS employee at all times

EXAMPLES: Parent-teacher conference or meeting, training, to observe or shadow a class, conference or event attendees; contractors.

• VOLUNTEERS MUST:
  ◦ Go through PGCPS Security Process: Fingerprinting & CPS Clearance
  ◦ Undergo same process as outlined for Visitors (above)
  ◦ Undergo a fingerprint check - at least 15 business days in advance of volunteer activity
  ◦ Undergo a Child Protective Services (CPS) clearance - at least 15 business days in advance of volunteer activity
  ◦ Complete the required SafeSchools training modules each school year - prior to engaging in volunteer activity. (These trainings are MANDATORY for volunteers and staff)

CLICK HERE TO ACCESS TRAINING: [https://www.pgcps.org/required-training/](https://www.pgcps.org/required-training/)

  ◦ Upon completion of the training print a copy and email it to evirgil@cmitelementary.org or bring/send a copy to the school. Please note: The CERTIFICATE MUST BE UPDATED EACH SCHOOL YEAR!
**Parent Teacher Conferences**
Q: How is a Parent Teacher Conference scheduled?
A: Please email the classroom teacher to request a conference date. The parent will have no more than 30 minutes to meet with the teacher.

**Parent Teacher Organization (PTO)**
Q: When will the Parent Teacher Organization Meet?
A: The PTO is scheduled to meet on the 4th Wednesday of the month from 6:00 p.m. to 8:00 p.m. except when a holiday, school closing and/or early dismissal has been scheduled. The 2020-21 school year dates have not been determined for the PTO meetings. Please visit the website at [http://www.cmitelementarypto.com/](http://www.cmitelementarypto.com/) or contact the PTO via email at cmitespto@gmail.com for more information.

**Student Academic Performance**
Q: How do I know if my student is missing assignments and/or homework? How do I follow up on my student’s progress in the class?
A: Please check the School Max website first. If there are further questions, email the teacher for information on your child’s academic progress or call (240) 573-7240 to leave the teacher a voicemail message.

CLICK HERE for: [SchoolMAX Family Portal](http://www.cmitelementarypto.com/)

Q: To whom do I express my concerns about academics?
A: Please contact the teacher first. If the teacher fails to respond within 24-48 hours, then contact the Instructional Lead Teacher (ILT) Ms. Morino at fmorino@cmitelementary.org. The next line of communication is the school administration.

**Home Visits**
Q: When will the home visits begin?
A: Parents should submit a request to the teacher. A teacher and/or staff member will contact the parent to schedule a date and time that is convenient for the parent and the CMIT Staff.

**Student Breakfast/Lunch**
Q: What time does breakfast begin?
A: Breakfast is served from 7:35 a.m. to 7:50 a.m. in the cafeteria. Students arriving at 7:50 a.m. or later should have breakfast prior to being dropped off.
Q: Where can I find the menu for breakfast/lunch?
A:

- Click on the following link for the PGCPS School Menu: [https://www.pgcps.org/foodandnutrition/](https://www.pgcps.org/foodandnutrition/).
- Download an App through your mobile phone’s App Center
  - Digital Suite iOS App Download Link
  - Digital Suite Android App Download Link

Q: How much is breakfast/lunch?
A: Elementary (Pre K through Grade 5)

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<tr>
<th></th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
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<td>Reduced Price Breakfast</td>
<td>No Cost To Students</td>
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<tr>
<td>Full Price Breakfast</td>
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<tr>
<td>Full Price Lunch</td>
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<td>$55.00</td>
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Q: How do I pay for breakfast/lunch?
A:

- CLICK HERE for: [Free and reduced price meals application](#)
- Online Payment

MySchoolBucks, owned and operated by Heartland Payment Systems, is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases, make tuition payments for Before and After School Extended Learning programs, and receive email notifications for low account balances. With MySchoolBucks, payments can be made 24/7 using a Visa, MasterCard, Discover, credit or debit card, and mobile app.
- Online Payment Service
- Mobile App
- By cash, cashier’s check or money order

Send payment to your school's cafeteria so your child's account may be updated.

The account balance follows the student as long as they are enrolled in a Prince George’s County Public School.