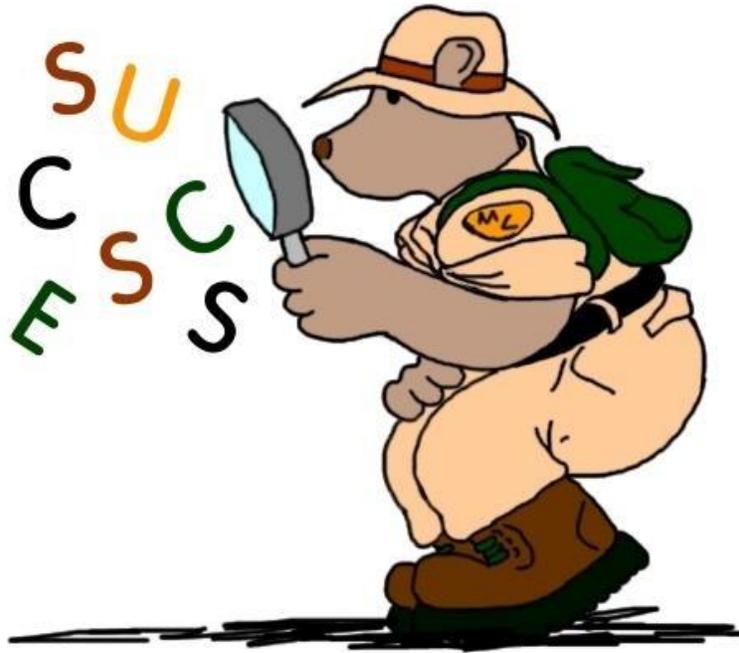


2020-2021 Meadowlark Elementary School



Student/Family Handbook

Meadowlark Elementary School
School of Math and Science
401 Meadowlark Drive
Winston-Salem, NC 27106

Telephone: 336-703-4208
Fax: 336-924-5324
Office Hours: 7:30 am – 4:30 pm

Principal: Dr. Neil Raymer
Assistant Principal: Tracy McAninch

Mission Statement

The students, parents, staff and community of Meadowlark Elementary School work cooperatively to search for success while striving for academic excellence. We nurture the social, emotional and physical development of each child as we respect diversity and promote the joy of life-long learning in a safe environment.

This mission statement was developed for the students, parents, and staff of Meadowlark Elementary School to assist us in remaining focused and working toward the same goals. Throughout the school year we can refer to our mission statement to make certain that we are on task and are making appropriate choices.

Parent Teacher Association (PTA)

- **Mission**

- ✓ The purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

- **PTA Values**

- ✓ **Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.
- ✓ **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- ✓ **Accountability:** We acknowledge our obligations. We deliver on our promises.
- ✓ **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- ✓ **Inclusivity:** We invite the stranger and welcome the

newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

- ✓ **Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

The 2020-2021 Executive Board

President

Vice President-Programs

Vice President-Volunteers

Treasurer

VP Finance

Secretary

Katherine Burton

Anne Roberts

Cory Brannock

Kate Windemuller

Kara Powell

Courtney Pizzitola

Our Goals:

Our primary goal is to ensure that our teachers, staff and administration have the necessary resources to effectively educate and prepare our children for the future. The Meadowlark Elementary School PTA has established the following specific goals for the upcoming school year:

- To raise funds for classroom Curriculum Enhancements – “Getting Back to ABC’s”. This will be very beneficial to students of all ages here at MES.
- To host events that build community amongst our students, their families and the MES faculty.
- To facilitate technology upgrades that will benefit our students.
- To continue to find ways for meaningful parental involvement.

PTA Fundraising:

Our primary fundraising campaign is called “Pledge Week”. During this week, we ask that each family pledge to contribute at one of three offered levels of support. By contributing during Pledge Week, we avoid asking our children to sell items door-to-door. This year Pledge Week will be September 24th – October 2nd. During that week we invite you to have lunch with your child and make a

financial pledge to your child's Meadowlark experience. *Your donation is tax deductible and 100% goes directly to Meadowlark Elementary.* This year we hope that all families will contribute what they are able as a way of supporting our school and the education of MES students. We need each families' help to reach this year's goal of \$30,000.00 for Curriculum Enhancements as a "way to strengthen the connection between what is being taught and what students are practicing". A successful pledge week will support our students in many ways: STEM educational opportunities, Supplemental Science and Math Components, Cutting Edge Technology, and so much more.

Our second major fundraiser, scheduled for April 20-29 ,2021 is Boosterthon. This is a wonderful program that focuses on character building and fitness while raising funds for our school. In addition to these, we sponsor restaurant nights, and earn rewards from Harris Teeter, Coke Rewards, and Box Tops for Education. We thank you for your help with these fundraisers for our school.

In past years, the funds raised by the PTA have purchased:

- Covered awnings for the sidewalks leading to both pods
- Smart Boards and updated technology for our classrooms
- Digital cameras and printers for classroom use
- Laptop computers and iPads for a mobile computer lab and grade level/classroom use
- Books and other literary material for the media center and classrooms
- Performance risers for the auditorium
- Wordly Wise and World Books Online curriculum resources
- Lego Lab
- New Gym Floor

PTA Programs and Events:

The PTA does much more than fundraise. We support several valuable programs at MES. Battle of the Books, Odyssey of the Mind, STEM Club, Spirit Club, Kindness and Compassion Club, and Student Council all offer unique opportunities for MES students to shine! Teacher Bins, Teacher Appreciation Week, Hospitality, Clean and Green campus beautification and Reading Buddies all support our teachers and administrators.

There are also wonderful family events planned by the PTA throughout the school year. These are opportunities for students and their families to come together and have fun, strengthening our school community. Please join us at Skate Night, the Mother-Son Event and Father-Daughter Dance!

Volunteer Opportunities:

At Meadowlark Elementary, we believe that parental involvement is the key to our children's educational success. As a parent, you have the opportunity to demonstrate the value you place on education by actively participating in your child's Meadowlark experience. Every volunteer is a vital member of the Meadowlark family. Whether a person volunteers 1 hour or 60 hours, their donation of time and spirit is a vital contribution. Every minute spent volunteering is time well spent toward the success of your child. We invite you to take this opportunity to build new friendships, strengthen existing ones and make a difference in your child's life! There are numerous opportunities for helping during the school day, from home or after work hours. To get started, you can do any of the following:

- Fill out the online volunteer sign up form (Visit the MES PTA website, click Volunteers)
- Go to <https://www.wsfcsvolunteers.com>
All volunteers must be cleared through WSFC School system. Please logon to the volunteer link and fill out the requested information. This is for the safety of all students.
- Send an email to mes.volunteers@hotmail.com

- Stop by the PTA Corner at school, fill out the form and place it in the PTA Volunteer Box

Look for details about specific volunteer opportunities during the school year in the MES eNewsletter, the PTA website and Facebook.

School and Classroom Visitations/Interruptions

The Meadowlark school staff strives to maintain an inviting atmosphere where parents, guardians, and visitors are welcome. We have established visitation procedures that address safety concerns protecting our children and staff.

Please note that our front doors are locked as soon as school starts for the day. Anyone coming to visit the school will need to come to the front door and ring the doorbell. Please do not go to our PODs directly. All visitors MUST sign in at the front office before going anywhere in the building.

-Visitors desiring school tours should contact the school office so you can schedule a time to tour the school.

-Requests for classroom observations should be coordinated with the appropriate classroom teacher(s) or scheduled by the Principal or Assistant Principal.

-You may schedule an appointment for a conference with your child's teacher at any time during the year.

-If you are visiting your child for lunch

All visitors must report their presence on campus! Come to the office and sign in on the computer and wear a visitor's badge while you are on the campus. Our school safety plan requires us to know who is on campus at all times. Please remember to check out in the office when you leave.

It is our desire to teach your child(ren) with as few distractions to their instructional time as possible. In order to do this, it is our policy not to disrupt the classroom unless it is an emergency. **When dropping items off for your child, we will not disrupt the classroom or call your child to the office. We will deliver the**

necessary items to your child when it will not be a disruption to instructional time. All lunches brought to the office will be picked up by the student at a time designated by their teacher before lunch. Thank you for helping us teach your child with minimal interruptions.

Home /School Communications

At Meadowlark, you will receive a Take Home Folder each Tuesday. The packet will include graded work samples and information regarding any current concerns with achievement, work habits or conduct. You will receive progress reports through Parent Assist. If you need a password for Parent Assist, please contact the Data Manager in the office. Quarterly report cards will be sent home in Tuesday packets. The school administrators and PTA are trying to reduce flyers and announcements going home on paper. An electronic communication process is now in place. We need email addresses for your family. Please communicate email addresses with PTA or office staff. Conference days will be set up throughout the year. Parents will meet with their child's teacher(s) one time during the first semester of school. Please feel free to schedule a conference with your child's teacher(s) on an as needed basis any time you have questions or concerns.

Some of our classroom are BYOD (bring your own devices) classes. If your child is in one of these classrooms the teacher will communicate with the parents how these devices will be used in the classroom.

Field Trips

For 2020-2021 no field trips are scheduled. If that changes field trips will be paid in advance using OSP.

Return Check Policy

Meadowlark Elementary School and Forsyth County Schools accepts personal checks. The county now uses Envision Payment Solutions. Should a check be returned, please be aware the check may be re-presented electronically to your account. In presenting your check for payment, you authorize service charges and processing fees to be debited from the account used. These fees, as permitted by law, may be debited as a paper draft or electronic fund transfer. There will be a \$25.00 returned check fee for any returned check.

Current Student Information

We often need to call parents during the school day. Please help us keep in touch by making sure that your home, business, and cell phone numbers, as well as your email address and mailing address, are current. If an emergency arises we need to contact parents/guardians as quickly as possible.

Child Custody

It is the responsibility of parents to inform the school of child custody information. **AN OFFICIAL COURT ORDER MUST BE RECORDED IN THE OFFICE IF A PARENT IS TO BE DENIED ACCESS TO HIS/HER CHILD.**

Medication and Medical Forms

Parents should immediately notify the school in writing of any allergy or medical condition that may affect a child's participation in any school activity.

If your child has asthma, diabetes, seizures or other chronic health conditions, make sure you pick up a medical school health action plan from the school nurse or office. These plans will be kept with the teacher and in your child's school record for emergency use only. If a physician has prescribed medication that must be taken during the school day the following requirements should be adhered to:

A green medication permission form for administering medication (available in school office) must be on file. It should include:

- **permission for the office personnel to administer medicine**
- **the name of the medicine**
- **parent/guardian signature with date**
- **physician's signature with date**



The medicine must be sent to school in the original prescription bottle. A daily record of medications administered will be kept in the office. If your child is prescribed a 3 times a day medication (i.e. antibiotic) it must be given at home. It can be administered prior to school, after your evening meal, and at bedtime. It is the responsibility of the student/parent to pick up medicine from the health room. Any student who has emergency medications is allowed, by school policy, to carry inhalers, epi-pens on their person. A special green form, which is kept in the school office, must be completed by the doctor before the child can carry such medications. Per WSFCS policy all remaining medications will be disposed of two weeks after the school year ends if they are not picked up.

Absences

A written excuse is required within **three days** for absences to be counted as excused. You will be notified if your child has been absent without an acceptable excuse for six days in a year. Parents may be prosecuted under the Compulsory Attendance Law if the absences cannot be justified. Ten unexcused absences will result in a letter to the District Attorney (NC General Statutes 115C-378). For your convenience we have added an Excuse for Absence form in the back of this handbook. **Absences for educational purposes must be requested in advance in writing to the Principal.** Requests will be considered and parents will be notified of the decision. Absences will be excused for illness, quarantine or injury, death in the immediate family, medical or dental appointment, a court proceeding or a religious observance. If your child should have a fever or an upset stomach we ask that you please keep your child at home until he/she has had no fever, without medicine, for a 24 hour period, or until he/she has not vomited for a 24 hour period.

Early Arrivals

In accordance with School Board Policy 6112, students may not arrive at school more than 30 minutes before class begins. Students may not go to classrooms until 20 minutes before class begins. **At Meadowlark, students cannot enter the building**

before 7:50 am each morning unless attending the before school program. Students **not** participating in this program, arriving between 7:50 am - 8:00 am will go directly to the cafeteria and be supervised by a teacher. At 8:00 am students will be dismissed to go to their classrooms. The front doors will be locked until 7:50 am. **Students who arrive earlier than this time, will be automatically enrolled in our before school program, and the parents will be billed for their supervision.**

Late Arrivals and Early Pick Ups

The Winston-Salem/Forsyth County Schools make every effort to provide six and one-half hours of instructional time for our students every school day. Students arriving to school late or leaving school early miss out on part of their instructional day. In addition, these comings and goings interrupt teaching and learning.

The **N.C. Compulsory Attendance Law G.S. X115C-378** requires parents to have their child/children attend school for the entire period of time which school is in session.

The **State and Local Boards of Education Policy No. 5110** allows students to be excused for late arrivals or early withdrawals only under certain conditions. They include: illness or injury, medical and dental appointments, death in the immediate family, court or administrative hearings, and valid educational opportunities (related to the NC Standard Course of Study) such as travel, if approved in advance by the principal.

Unexcused Tardies and Early Departures

A. Definitions-

- 1. Tardiness** is defined as arriving to class or school after the schedule time for class or school to begin. Our tardy bell rings at 8:20. **A student that is not in class at that time, he/she is tardy.** A tardy is considered “unexcused” unless there is a valid reason for being late. Valid reasons for being late include the reasons for an excused absence as defined above as well as circumstances beyond the control of the student such as when a teacher or staff member detains a student. **If you choose to drive your child to school, please**

be aware that being late to school for any type of traffic or weather related issues is an unexcused tardy. Students please check with your teacher individually to find out what your classroom policy is concerning breakfast.

2. **Unexcused early departure** is defined as the removal of a student from school prior to the end of the instructional day without a valid reason for an excused absence as defined above.

B. When tardiness or early departure is considered an absence

1. If a student misses more than 50% of a school day, the student will be considered absent from school.
2. **Excessive Tardiness-** An accumulation of ten unexcused tardies, as defined above, shall be equal to one unexcused absence for the purpose of enforcing the compulsory attendance law and the provision of this regulation for addressing a student's excessive absences.

Local Board Policy No. 611 prohibits the early release of a student for tutoring, private lessons, or other similar instruction (i.e. gymnastics, dance lessons, etc.) unless the student is certified as a Child With Special Needs and the tutorial program is included in the student's Individual Education Plan (IEP).

Early Departure and Transportation Changes

Generally, your child should have the same departure arrangements every day.

When your child has to leave school early:

- You will need to write a note telling us where your child is going and what time the student will be leaving. Send the note to your child's teacher as soon as possible.
- You should come to the office and sign your child out. **The office will call the student to come to the office once you have arrived. Parents are not permitted to go to the classrooms to pick up your children.** This will allow your child extra time to stay in the classroom should you be detained at work, in traffic or for whatever reason. **Please allow extra time in picking up your child for an appointment as sometimes the students may be in specials or outside, and not in the regular classroom.**

- **Please note that we do not allow early dismissals after 2:30 pm as it is too close to school dismissal.**
- **When making a transportation change you will need to write a note to the teacher to inform them of the change. We are not able to accept a verbal change from a student. The teacher is required to have written notification of the change. We ask parents to help us avoid calls to the office for transportation changes unless necessary. Should you need to make a transportation change by phone, it will need to be called into the office prior to 11:00 am. Please refer to the back of this handbook for a change of transportation quick form for your convenience.**

Dismissal Time

Dismissal time is 2:50 pm, and students must be out of the building by 3:15 pm unless enrolled in the after-school program. **PARENTS WHO ARE CONSISTENTLY LATE IN PICKING UP STUDENTS AFTER DISMISSAL WILL BE CONTACTED. IF THE PATTERN PERSISTS, STUDENTS WILL EITHER BE AUTOMATICALLY ENROLLED WITH THE IMPRINTS AFTER-SCHOOL PROGRAM, AND THE PARENTS WILL BE BILLED FOR THEIR SUPERVISION OR THE SCHOOL WILL CHARGE THE PARENT A \$10 FEE FOR THE SUPERVISION PER SCHOOL BOARD POLICY 3541.**

AM ARRIVAL:

Cars

1. Students may come into the building beginning at 7:50 AM and go to the cafeteria.
2. Students can begin reported to their classroom at 8:00 AM.
3. Teachers should be in the hallway of their classrooms.
4. The classes start at 8:20 AM. (Students should be in the classroom at this time in order to not be considered tardy.)
5. Please do not drop your child off anywhere in the school parking lot except in the unloading zone.
6. Please refrain from using your cell phones while in the school parking lot.

Buses

1. Buses will begin unloading students at 8:00 AM.

2. Students will go directly to their respective classrooms.
3. Please **Do Not** use the bus lot for student drop off. This is a safety hazard.

PM DISMISSAL:

Cars

1. Cars riders & Imprints will be dismissed at 2:50 pm after announcements to go to the hallway or Media Center which is designated per grade level.
2. Car riders will sit on the hallway floor or Media Center waiting for their name to be called.
3. Kindergarten and 1st grade teachers will designate three individuals per grade level to stay with the K/1st grade car riders. Three of those will help load students into cars.
4. Teachers will stay and monitor the K/1st graders along with the assigned duty personnel.
5. Student names will be called by walkie-talkie.
6. Students will exit the building to be escorted to their respective car by assigned duty personnel.
7. Once all 6 cars are loaded we will give the go ahead for all 6 cars to exit campus. The next 6 vehicles will pull up for loading.
8. We do not allow students to be picked up at the door. All students are either picked up in the car line or ride a bus home.
9. Please do not use the bus lot to pick up students

Buses

1. Bus students will be escorted by classroom teachers to the gym for dismissal beginning at 2:45 with 4th and 5th grade, 2:47 with the 200 hall, 2:49 with the 300 hall and 2:51 with the 400 hall.
2. Students should sit in single file rows by grade level. When time to load buses, students are to stand and line up according to grade level (K kids first).
3. Students will sit quietly at their assigned bus location in the gym.
4. All teachers will remain in the gym with their students the first week of school. Bus duty will begin with 5th grade teachers.

5. Teachers on duty are to escort their assigned students to the bus and supervise until all students are loaded.
6. Duty teachers are to return to the gym after loading their bus to help supervise the remaining students.

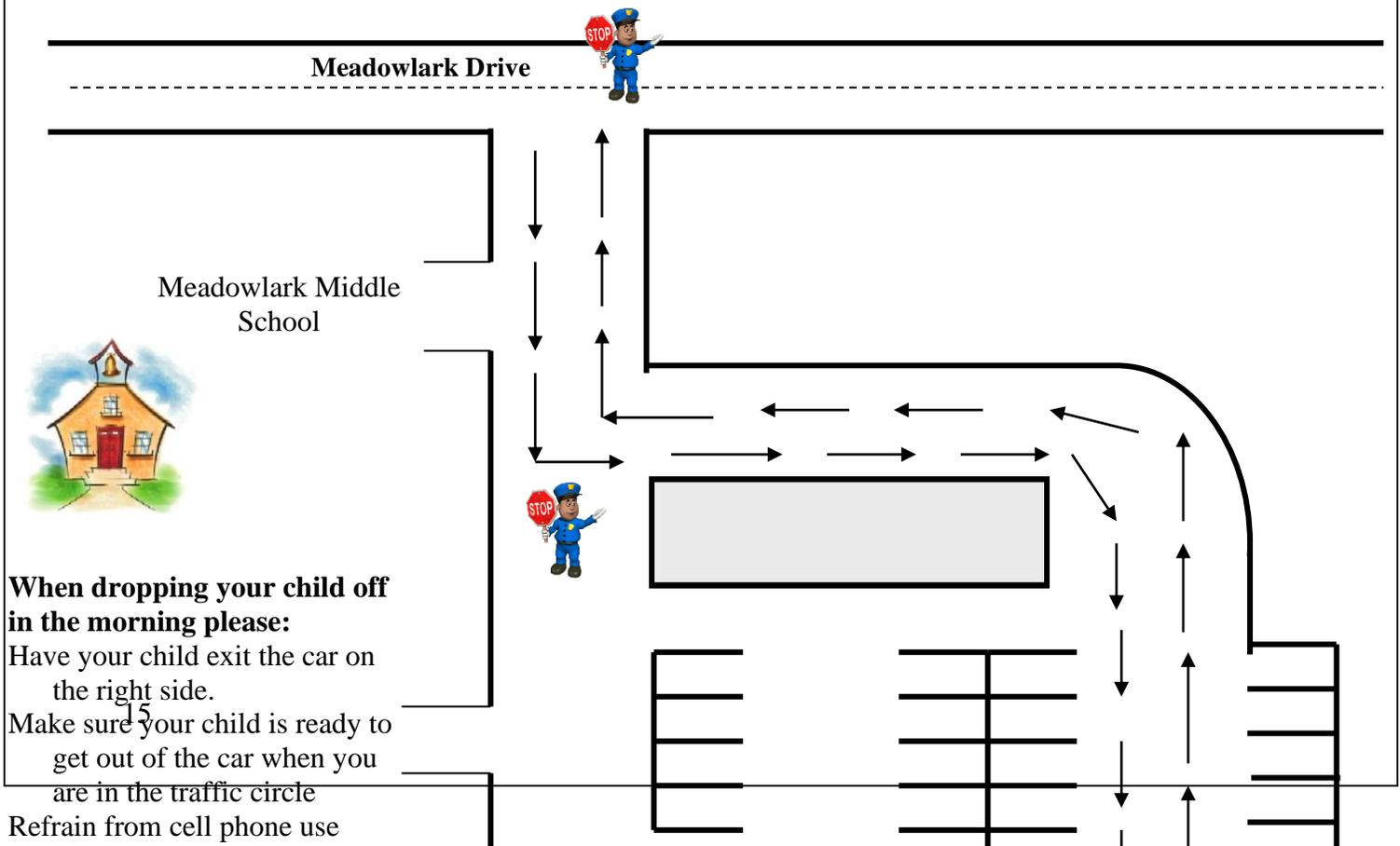
Kindergarten/1st Grade Escort Policy

- A. While the Board of Education provides school bus transportation for most students, it does not provide transportation for all students or supervision of students as they walk to and from bus stops and wait at bus stops. It is the responsibility of students as they walk to and from school or bus stops to look both ways before crossing streets, and, in general, to be responsible for their personal safety. Parents may assist their children by escorting young children to and from school or the bus stop until the students learn how to walk safely. Parents also are encouraged to organize community watch programs to provide adult supervision of students as they walk to and from school or bus stops and as students wait at bus stops.
- B. **Pre-K, kindergarten and first grade students.** It is the duty and responsibility of parents or their designee to provide supervision at the bus stop of pre-K, kindergarten and first grade students who are served by school transportation. If the pre-K, kindergarten or first grade student is eight (8) years old or older, an exception to this policy will be granted upon parent request. Any student who serves as a designee must be at least nine years old or in the fourth grade. In the event no one is present at the bus stop in the afternoon to pick-up the child:
 1. The parent will be contacted immediately by telephone and advised to pick-up the child;
 2. The child will be taken to the next school on the route or nearest school that is open, as appropriate. Transportation will notify both schools. Within one hour, the Administrator of the student's home school will be contacted to assist in getting in touch with the parents/guardians and getting the student home. If no one can be reached, law enforcement or the Department of Social Services may be contacted.
 3. When an adult arrives at the school to pick up a student, they will be given a letter reminding them of the policy to be at the stop. After the third failure to provide supervision at the bus stop, the school principal will have a conference with the parent emphasizing safety concerns of failing to be at bus stop.
 4. After the fourth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the afternoon of the next school day, and an authorized adult will have to pick up the student at his or her home school;
 5. After the fifth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the next two (2) school days, and an authorized adult will have to pick up the student at his or her home school. A letter from the General Counsel of the Board of Education will be sent to the student's parent warning that any further violation of this policy could result in suspension from afternoon transportation.
 6. After the sixth or subsequent failure to provide supervision at the bus stop, the school

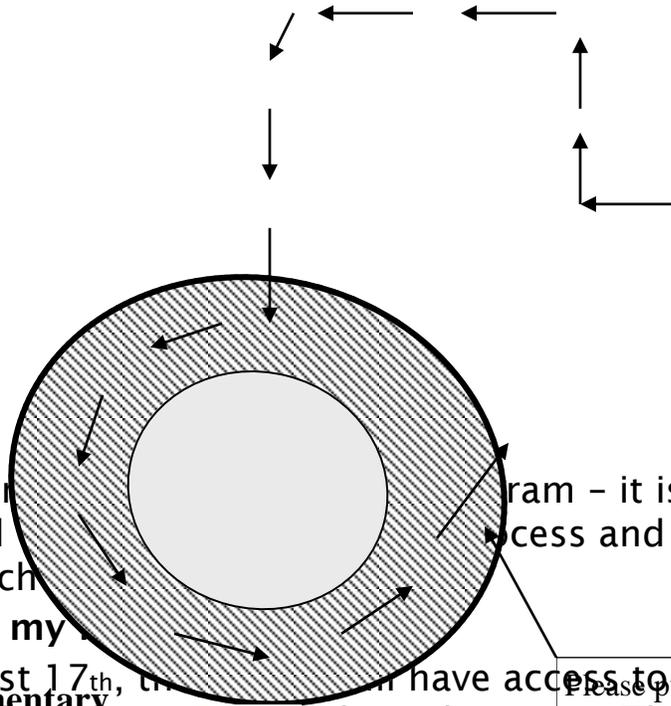
may suspend the student from afternoon transportation. This suspension must be communicated to the parent orally before the suspension begins, and notice must also be sent home to the parent via certified mail. The suspension may be appealed according to Board Policy 5145, Student and Parent Grievance Procedure, and the suspension will be stayed pending the appeal.

7. If the student is classified as an exceptional child (“EC”), the principal will conference with the parent and the appropriate case/program manager before implementing a bus suspension to ensure that denial of afternoon bus services does not constitute denial of a Free Appropriate Public Education (“FAPE”).
- C. Older Children Requiring Supervision. It is the duty and responsibility of parents or their designee to provide supervision at the bus stop of older students who are served by school transportation, and who may require assistance. The school district may apply the procedures set out in paragraph B above if the school principal believes it would endanger the student to let him/her off at a bus stop without supervision.
- D. Magnet Express Stops. The school district may apply the procedures set out in paragraph B above when a student is not picked up from a Magnet Express stop by 6:00 p.m.
- E. Yellow Identification Tags. All students from pre-kindergarten through the first grade will be provided with yellow escort ID tags that must be attached to the students’ book bag. These tags help bus drivers and school staff members to identify which students require bus stop supervision. Identification tags should not be provided to older children requiring supervision without parent permission. School administration should conference with the parents of older EC children who require adult supervision. The parents and school may agree to add the use of a yellow tag as an accommodation for an EC student using the system transportation form.
- F. Length of Bus Suspension. Suspensions from afternoon transportation pursuant to this policy shall be for up to the remainder of the school year, and shall not carry over into summer school or the next school.

Traffic Pattern for Student Drop Off and Pick-up



Unloading Zone



stop, it is important to understand the process and Transportation services each year.

2) Where's my bus stop?

On August 17th, the school will have access to print a "Boarding Pass" for all students. This form contains the AM & PM stop location and the AM & PM bus numbers (the bus stop always be the same). Additionally, you can go to the Transportation Page of our school district's website and enter the child's last name and Student # (see this link: <http://wsfcs.k12.nc.us/Page/50785>) to look up Stop Information.



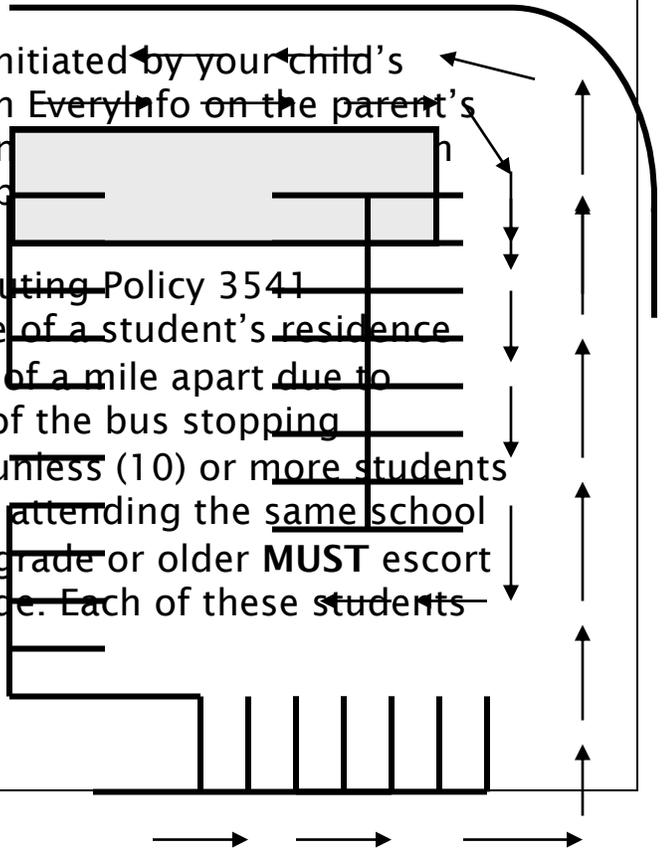
Meadowlark Elementary School

Please pull up to the top of the traffic circle. Stop your vehicle all the way around the traffic circle. Do not allow children to exit vehicles anywhere else in the parking lot unless with an adult.

3) How can I change my bus stop?

Appeals of your current bus stop are initiated by your child's school. The school will enter an appeal in EveryInfo on the parent's behalf. At the beginning of the year, Transportation is ensuring all students have a bus stop. Appeals are reviewed until late September.

- Please familiarize yourself with our Routing Policy 3541
 - a. Buses are routed to pass within 1/2 mile of a student's residence
 - b. Bus stops cannot be closer than 2/10 of a mile apart due to insufficient visibility by other motorists of the bus stopping
 - c. Buses are not routed onto side roads unless (10) or more students are riding from within the neighborhood attending the same school
 - d. Parents/Guardians or a student in 4th grade or older **MUST** escort students in kindergarten through 1st grade. Each of these students



must have a yellow tag on their book bag. An escort ensures the student is safely escorted to and from the existing bus stop.

4) What time is the bus coming?

The “Board Pass” your child receives will have a morning “Approx. Time” and it also says (+10/-10 minutes). This means the bus stops within a range window of 10 minutes before until 10 minutes after the time listed on the Boarding Pass.

In the afternoon “Approx. Time” and it also says (+20 minutes). This means that the bus may come at the time listed or up to 20 minutes later.

The purpose of the range times is due to delays in students boarding the bus, traffic congestions and occasional mechanical issues.

Here Comes the Bus!

Are you wondering where your child’s bus is? WSFC is offering a free app: Here Comes the Bus. Parents can sign up for alerts and know exactly where your child’s bus is. Complete the registration by going to the WSFCS website/Transportation Department/Here comes the bus/use link on this page. **The WSFCS School Code is 74254.**

5) Why is the bus late?

The first two weeks of school we expect bus delays. Both students and drivers are learning stops and getting to know one another. This is why it is so important to have your child waiting at the bus stop when the bus makes the stop. If we have to wait 30 seconds longer for each child to get to the stop, we’re 15 minutes late arriving to school in the morning. Schools may dismiss early the first few days of school to get students accustom to boarding the correct bus and sitting in their assigned seat. All buses should load at schools within (10) minutes of dismissal bell.

6) When am I going to get a new stop?

Students who enroll after the cut-off of June 28th will be assigned to an existing stop. To allow time for drivers to learn stops and parents to anticipate a consistent arrival times – we do not add new stops until after September 10th. After September 10th, we process new requests on a first come – first serve basis.

The cut-off for requesting a bus stop is usually one month before school starts to allow plenty of time to assign stops, create routes

and make information available for schools to mail for open house. The WSFCS is routing nearly 30,000 students and our routing model is highly complex.

Thank you for your support and patience as we work to meet the needs of students.

After School Classroom Access

Should your student leave a homework assignment or textbook at school, please try an alternate solution for getting the assignment by phoning a classmate before coming to the school. The school office is open until 4:30pm and we will only be able to access classrooms if there is staff available to assist. Since we are trying to help teach our students responsibility, we will not be able to assist students if the need happens on a continuous basis. Students and parents are not permitted to come into the school after office hours through the Imprints area.

Make Up Homework

To request missed homework please email or call the teacher prior to 9:00 am. This allows the teachers time during their planning period to get the missed work together. You may pick up homework in the office between 3:00 and 4:00 pm.

Emergency Safety Drills

Several times during the school year we practice fire drills, tornado drills and intruder drills. These drills are done to promote safety and to familiarize the students with emergency procedures.

SCHOOL-WIDE GUIDELINES

**MEADOWLARK EXPLORERS SEARCH FOR SUCCESS!
SUCCESSFUL EXPLORERS ARE RESPONSIBLE, CARING AND
HARDWORKING**

Discipline

The school-wide guidelines encourage each child to behave in a manner that will promote the best learning environment for them and those around them. It is important that each day they try to be

a success. Teachers will review these guidelines with the students and model expected behaviors as students learn how to follow them.

- Show respect for everyone.
- Come to school willing and ready to learn.
- Keep hands, feet and objects to themselves.
- Walk and talk quietly and safely on campus.

Teachers will elaborate on these guidelines with the students. Below are some steps that may happen when students choose not to follow our guidelines:

- Non-Verbal Warnings
- Verbal Warnings
- Time-out
- Parent Contact
- Individual Behavior Plan
- Counselor Referral
- Office Referral

Teachers will discuss the meanings of these guidelines with the students. Following these guidelines will help everyone have a successful year at Meadowlark Elementary School.

Students at Meadowlark are expected to adhere to the school behavior matrix. For more information, please refer to the attached link called *Meadowlark School Wide Behavior Matrix*.

Toys

Students are asked not to bring toys or other items that will interfere with the learning process at school. Toys include but are not limited to yo-yos, dolls, trucks, balls and bats, look a-like weapons or card games.

Cell Phones

Your child may possess, but may not display, portable communication devices such as cell phones during the school day. All devices must be turned off in class and during the instructional day. If it rings or is used during class/instruction, it will be confiscated. Should the cell phone, or any other similar electronic equipment, be lost or damaged it is the student's responsibility.

Dress Code

Students are encouraged to dress neatly and appropriately for the active learning environment.

Daily physical activity is a part of an elementary school including classroom activities, recess, and PE. For safety reasons, we encourage students to wear tennis shoes or closed toe shoes. Tennis shoes are only required for Physical Education classes with Mr. Spainhour or Mr. Rhodes.

Pants should be worn at the waist. Shorts should reach the tips of the student's extended fingers. Halter tops and tank tops with thin straps or tops that do not cover the midriff or back shall not be worn. Hats are for outside wear only. Also, please remember tee shirts with logos or messages should be age appropriate for an elementary school. For a more specific outline of the WSFCS dress code, please refer to Policy 5117.

Party Policy/Balloons/Flowers

Invitations, party favors, gift bags and gift baskets are not to be passed out at school. Balloons or flowers are not to be

delivered or brought to school. During the school year each class is permitted two parties. These are to be scheduled with the classroom teacher and room representative. At the end of the year, we will have Field Day and the class picnics will follow. These dates will be selected and publicized in the spring. Birthdays may be recognized, please schedule with the classroom teacher. Individual store bought snacks may be brought to share with the class at lunch or snack time (example: cup cakes, cookies). Please do not bring drinks or punch. **All birthday celebrations must be arranged with the teacher prior to the day of the celebration.**

Safety Patrol

A. Membership:

The Safety Patrol will consist of fifth grade students in the fall and 4th grade students in the spring. The safety patrol will assist with am morning car duty, and hallway monitoring during all types of weather.

B. Criteria for Membership:

Each student must meet the following criteria in order to be on Meadowlark's Safety Patrol:

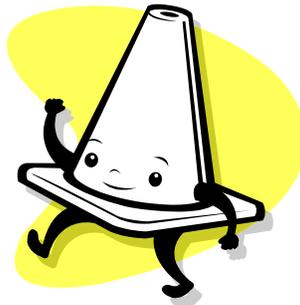
- Excellent conduct and work habits.
- The student should have no more than two reports of

unsatisfactory on both the Work Habits and Conduct section of his/her report.

Good academic standing on report cards. Good academic standing means that the student does not have a grade below a C on his/her report card.

Loss of Privileges:

At any time during the quarter, if the above mentioned criteria are not met, the student will receive a **warning** regarding suspension (usually 3-5 days) from the safety patrol. After one suspension, the student will be removed from the safety patrol for the current quarter. (If the student has two suspensions during the year, he/she will not be eligible to work on patrol for the rest of the year.)



CAFETERIA

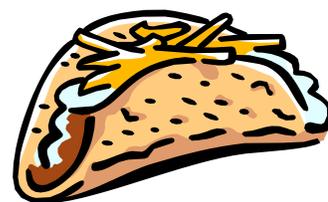
BREAKFAST AND LUNCH PRICES

	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
BREAKFAST-----	\$1.90	\$ 9.50	\$
38.00			
*Reduced Priced Breakfast	\$.00	\$.00	\$.00
STUDENT LUNCH-----	\$ 2.80	\$ 14.00	
\$56.00			
*Voucher Meal -----	\$.55		
*Reduced Priced Lunch ----	\$.40	\$ 2.00	\$
8.00			
MILK-Per Carton		\$.50	
ADULT LUNCH-----	A la carte		

* APPLICATIONS ARE AVAILABLE FOR FREE/REDUCED PRICE LUNCH AND BREAKFAST. AP3542.1 CHARGING MEALS IS PROHIBITED (PRE-K

THRU 12)

Parents shall be notified of the availability of free and reduced rates for meals (both breakfast and lunch) under the provisions of the national child nutrition program and encouraged to apply if they are economically disadvantaged.



- The school system recognizes that students occasionally forget to bring their lunch or the money to purchase a meal. If a student does not bring a meal to school or the money to purchase a meal, the student may request a voucher from the cafeteria manager, or the student's teacher. The voucher will enable the student to receive a vegetable (other than French fries), two rolls, and a half-pint of milk from the school cafeteria.
- A copy of the voucher shall be sent home to notify the parent that the school has provided their child with a meal. The parent should reimburse the school system for the cost of providing the meal. The voucher meal is \$.55.
- Parents may prefer to prepay lunch fees. See the cafeteria manager. This prepayment plan prevents the student from losing his/her lunch money and insures a complete lunch each day. Parents are encouraged to prepay. Payments may be taken directly to the cafeteria by you or your child. **Payments cannot be accepted at the front office.**
- **Please do not send food with your student that needs to be microwaved.**

Insurance

Optional Student Accident Insurance information will be sent home at the beginning of the school year. You have a choice of school-time insurance or 24-Hour insurance/with or without dental. Fees will be listed on the information.

Lost Media Books

Please have your child return overdue items as quickly as possible to the media center. If you feel the book is lost, please search thoroughly prior to paying for it. If you find the book after you have paid for it, we will write you a refund check, if it is within the same school year. If a student loses or damages a library book and does not pay the necessary fees, a debt card will be filled out and put in the student's folder until the fee is paid. It is required by the school system that all school debt is paid before a student can graduate.

Student Early Release Days

The county has added early release days to the school calendar for this school year. One these days the students will be released at 12:50 pm. No early release days at this time.

Delays and Early Dismissal Due To Inclement Weather

During extremely bad weather it sometimes becomes necessary for a decision to be made concerning the closing of schools. A decision to close the schools or to operate on a delayed schedule will be made by 6:30 am unless inclement weather arrives later. Please tune in to local television or radio stations for school closings or delays. If there is a 2 hour delay, Meadowlark students may enter the building at 9:50. Classes would begin at 10:20. **Please do not drop your student off early on the mornings of a delayed opening. We do not have the staff available to supervise early students.** If bad weather develops during the day please listen to local radio/television stations for an early school dismissal announcement.



THE INSTRUCTIONAL PROGRAM PERSONNEL

CLASSROOM TEACHER - Your child's classroom teacher is your first line of communication with the school. He/ She can best inform you of your child's individual progress. Language arts, math, science and social studies form the core curriculum.

**Class assignments are tentative. After the first 10 days of school adjustments may be necessary due to fluctuations in the enrollment.

INSTRUCTIONAL FACILITATOR - The Instructional Facilitator, Cheryl Bullard, provides leadership and assistance to staff members in the areas of curriculum and instruction in order to improve student performance. She directs the selection of appropriate instructional materials, conduct demonstration lessons, and collaborate with teachers and address special instructional needs of

students.

ENCORE TEACHERS

The encore teachers provide enrichment in their designed areas on a 5 day rotation. The teachers and their specialty are listed below:

Josh Spainhour – Physical Education

Ray Rhodes- Physical Education

Lori Mottesheard – Art

Bobbi Flynn- Art

Janice Ward – Music

Mark Pilson- Music

Emily Cagle – Media Coordinator

Suzanne Todd- Media Assistant

Jerry Yale- Technology

Brett Pesce- Guidance

Karen Browder- Guidance

SUPPORT PERSONNEL

In addition to regular classroom teachers, your child may come into contact with other staff members. These teachers perform functions dealing with special needs of the students.

GUIDANCE AND COUNSELING

The counselors, Brett Pesce (K-2) and Karen Browder (3-5), have the opportunity to work with small groups and individuals. The counselor is also a part of the School Assistance Team. The team may recommend that testing be done to determine the specific needs of the child. Parental involvement is sought in the referral process, and concerned parents may contact the guidance counselor.

SCHOOL PSYCHOLOGIST

The school psychologist, Marty Farmer, works closely with the guidance counselor and the School-Assistance Team Committee. Major functions include consultation with parents and staff; assessment of students for their academic, intellectual, or social/emotional development; direct intervention with students or school personnel through counseling; and training of parents and school staff to achieve an effective approach to work with the child.

SPEECH/LANGUAGE PATHOLOGIST

Students may be referred to our speech-language pathologists, if they exhibit impairment in one or more of the following areas: language, voice, fluency and articulation.

SOCIAL WORKER

Sandra Lamb, our social worker helps fulfill the school system’s legal responsibilities in the areas of compulsory attendance, child abuse and neglect, and special education. Working closely with the school, the social worker makes home visits and coordinates community resources that will benefit the child’s overall growth and development.

CHANGE OF TRANSPORTATION QUICK FORM

(If a written note is not received, your child must leave school in his/her usual way.)

Today _____ (date), _____ (child's name) will have a change of transportation. Instead of his/her regular afternoon transportation he/she will be:

- ___ riding the bus home on Bus# _____
- ___ riding the bus with _____ on Bus# _____
- ___ a car rider
- ___ riding the daycare van of _____

Should you have questions please contact _____ (contact person) at telephone# _____ cell# _____

Your Signature _____

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Your Signature _____

EXCUSE FOR ABSENCE

_____ was absent from Meadowlark Elementary School on
(student's first/last name)
Mon Tues Wed Thurs Fri _____
(circle one or more) (month, day/days, year)
for the following reason _____

Signature of parent or guardian _____

Date _____

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for the following reason _____

Signature of parent or guardian _____

Date _____

Helping Your Child At Home

- Review your child's schoolwork on a regular basis.
- Have a special, quiet, well-lit place for your child to study and do homework.
- Encourage daily reading. Read to your child and allow your child to read to themselves and others (ex. siblings, grandparents, etc.)
- A healthy diet is important. Make sure your child starts each day with a good breakfast.
- Be a good role model by letting your child see you read.
- Children are easily influenced by what they see. Monitor what your child watches on TV.
- Support your child by rewarding and praising him or her for goals reached.
- Make sure your child gets 8 or more hours of sleep each night.
- It is important that you dress your child appropriately for the weather.
- Make sure your child's immunizations are current.
- If your child is not well, keep him/her at home. Contact the school regarding missed assignments.
- As you schedule extra curricular activities, guard against them interfering with school assignments.
- Get involved in your child's education by:

- joining the PTA
- communicating with your child's teacher
- volunteering