

Meadowmere



*School Information
Building & Student Procedures*

Meadowmere Elementary

School Information - Building & Student Procedures

Check In and Check Out Procedures

Morning supervision begins at 8:50 and we ask that for safety reasons, students do not arrive PRIOR to this time. MM utilizes all building entrances to maintain adequate supervision of students. The procedures put into place are as follows:

- 8:40 Students enter the building to eat breakfast and remain in the cafeteria until released by the supervisor (South FRONT Door – 1st Grade Hall)
- 8:50 Students not eating breakfast arrive to school and line up at specific grade level doors until released by the supervisor

Grades K, 1: South PLAYGROUND Door

Grade 2: South FRONT Canopy Door

Grades 3, 4: CENTER Front Door

Grade 5 & Resource Classrooms: NORTH Front Canopy Door

- 8:55 FIRST BELL (ALL remaining students may enter the building after this bell has rung)
- 9:05 TARDY BELL (ANY student arriving after this bell must be SIGNED IN BY A PARENT in the FRONT OFFICE)

Students arriving **AFTER 9:05 a.m. must be checked into school through the front office.** Following this procedure enables us to keep accurate attendance records and maintain safety for all of our students.

Students who need to leave school during the school day must be checked out through the front office. Again, following this procedure enables us to keep accurate attendance records and ensure the safety of all students. Parents, we appreciate your support in utilizing this system and *refraining from picking up students directly from the classroom.*

Students may only be signed out during the school day to authorized persons, as listed on the enrollment form by the parent/guardian. If someone OTHER than the parent/guardian will be checking out the student, they **MUST BE LISTED ON THE ENROLLMENT FORM AS AN AUTHORIZED RELEASE.** (Please remember this includes older siblings, other relatives, neighbors and friends.) In extreme emergency situations, the parent may contact the building principal to authorize the release of the child to someone other than those individuals listed on the enrollment form.

Changes in After School Departure Routines

At the beginning of each school year, parents will inform each classroom teacher if their child will be a bus or day care rider, a car rider, or a walker at the end of the school day. **IF PLANS CHANGE ON ANY GIVEN DAY, PARENTS SHOULD NOTIFY THE OFFICE or the CHILD'S TEACHER IN WRITING.** Changes in departure plans will **ONLY BE MADE IF THE PARENT**

HAS NOTIFIED THE TEACHER. *Otherwise, the child will be sent home via the usual afternoon procedure as previously arranged by the parent.*

ONLY students who are assigned to and designated as BUS RIDERS will be allowed to ride the school buses at Meadowmere Elementary. “Non bus rider” students are NOT permitted to ride home with “bus rider” students on early release days or any other day of the school year. This is for the safety of our students.

Parents, we appreciate your support in understanding the importance of our attendance procedures. Should an emergency situation arise where a student does not arrive home at the expected time, our attendance records may provide important information in locating the missing child. Additionally, having a central location and procedure for checking students in and out enables us to ensure students are released ONLY to those individuals who have been granted permission by YOU, the parent/guardian.

Daily Attendance Reminders

Regular and punctual attendance is necessary for students to develop self-discipline, responsibility and work habits that will affect success throughout life. Students who have regular attendance generally achieve higher grades, enjoy school more and are considered more desirable employees after leaving school. Frequent tardiness disrupts the continuity of the instructional process and eliminates your child from enriching classroom experiences. Much occurs in those first few minutes of the day and sets the pace for a successful day for your child.

Attendance records are kept for every student. To help us keep accurate records, please call the school attendance office if your child is ill or will not be attending school for any other reason. This allows the teacher time to provide make-up work.

Parents of students who are habitually tardy or absent will receive notification in the mail on a quarterly basis and may be asked to meet with the building principal to discuss attendance policies and ways to ensure the student is attending school. Continued tardies and/or frequent absences may result in a referral to the Division of Family Services, per School Board policy and as mandated by the state. It is understood that at times, there may be unusual circumstances and the building principal will be happy to visit and work with parents during these times.

If a child is tardy, an adult must come into the office and sign the student in. An admit slip will be issued to the student at that time. Students are not allowed into the classroom without an admit slip. Please partner with us and help your child/ren be prompt and regular in their attendance.

Afternoon Dismissal Procedures

For the safety and appropriate supervision of our children, we have staggered our dismissal times:

3:48 p.m. – All LINC Students dismissed to after school care rooms

3:50 p.m. – Kindergarten – 2nd grade bus riders, ALL daycare van riders, 3rd – 5th grade bike riders

3:53 p.m. – 3rd -5th grade bus riders

3:55 p.m. – Walkers and car riders

(Please refer to Check In and Check Out Procedures for building exit locations for each grade level.)

Meadowmere Parking Lot Procedures

As your building principal, I am asking for your assistance in not only following the traffic procedures outlined below to maintain the safety of our students, but also in providing quality examples of role models for our children. **It's important to remember that our children**

live by example, and the school parking lot presents a great opportunity for us to display patience and courtesy to each other, as our young citizens observe us in action!

We are proud that Meadowmere is a NEIGHBORHOOD SCHOOL where most of our students walk to and from school - or are picked up by a parent or guardian during the colder weather. Having a neighborhood school requires ALL OF US to work together, in order to make the SAFETY OF OUR STUDENTS a priority!



GENERAL INFORMATION

- **DRIVE SLOWLY. . . DRIVE SLOWLY. . . DRIVE SLOWLY!**
- **The front curb is reserved for buses and daycare vans.** We ask that you do not park at the curb 20 minutes before school begins and 20 minutes before school is dismissed. Once these vehicles have departed, staff members will open the front curb for student pick-up and drop-off.
- **Parents are asked to keep the traffic lanes at the south entrance of the parking lot open, so that two-way traffic can move into and out of the lot.** Many parents wish to pull into a parking space in the center of the lot and cannot get into the parking lot to do so, because both lanes of traffic are blocked!

OPTIONS for Picking Up Your Child

- #1 – REMAIN in your vehicle and in the traffic line and pull all the way to the curb BEFORE allowing your child to enter the car. To avoid congestion and eliminate safety issues, parents should not leave their vehicles at any time while the vehicle is at the curb.
- #2 – If you wish to get out of your vehicle, you must pull into an available parking space located in the center of the parking lot. For safety reasons, parents are asked to **use the pedestrian crosswalks** to cross the line of traffic and walk to the curb to pick up their child. Then, please **use the pedestrian crosswalks when escorting them back to** the parked vehicle.
- **For safety reasons, we ask that parents NEVER STOP their car in the traffic lane to pick-up children.**



Smile. . . Wave. . . Show Kindness. . . Wave. . . Smile

Visitors To The Building

We encourage parents to visit their child's classroom. For the safety of all students, we ask that parents sign in at the office upon entering the school, and pick up a visitor's badge regardless of the amount of time the parent is planning to spend in the building.

Birthday:

Please notify teachers in advance if you would like to bring in treats for your child's birthday. If your child is having a birthday party outside of school, do not bring invitations to be passed out at school unless an invitation will be given to ALL students within your child's class. If only a few invitations are sent, they will not be allowed to be distributed. This is also a district-wide policy.

Cafeteria

All students have an individual meal account that is accessed by an assigned four-digit pin number. ANY amount of money can be placed into the meal account by writing a check or sending cash to the cafeteria cashier. A 5% DISCOUNT is awarded when \$20.00 or more (per student) is placed into the individual meal account. To avoid daily trips to the cafeteria, parents/guardians are encouraged to send money for meal accounts on a weekly or monthly basis, when possible.

Students may pay with cash for dessert at lunchtime and if available, students may purchase an extra entree instead of the dessert items. Students are limited to one dessert and must finish their main entrée prior to purchasing a dessert. (Additional servings of the daily fruit and vegetable side dishes are available at NO additional cost.)

Students are allowed to charge lunch. However, a notice is sent home and parents are asked to pay charges the following day. After multiple charges occur, an alternate lunch of a peanut butter or cheese sandwich, fruit and milk will be served to the student until the charge balance is paid.

Students may NOT share or trade food and may NOT share money at lunch.

Student Purchases of Extra Desserts

- Students may purchase only one extra dessert/snack per day.
- A student must have purchased a school lunch or have a sack lunch before they can purchase an extra dessert.
- Teachers and aides on cafeteria duty may deny a student the privilege of purchasing an extra dessert if the student's behavior does not warrant the privilege.
- Students are responsible for determining if they have enough time to finish an extra dessert before their class is dismissed from the cafeteria. Students are not allowed to take food from the cafeteria or to remain in the cafeteria after their class has been dismissed.

Cafeteria Expectations – Cafeteria Basics

The Meadowmere Student Advisory Group worked together to come up with the following procedures that enable students to socialize during lunch, but also maintain a safe and orderly environment, and incorporate appropriate behaviors and manners so that lunchtime can be enjoyed by all students.

1. Make SAFE CHOICES and keep hands and feet to yourself.
2. Get EVERYTHING before you sit down!
 - *-Silverware.
 - *-Drinks.
 - *-Condiments. (ketchup, mustard, etc.)
3. Ask permission before you get up.
4. Use good manners!
 - *-Chew with your mouth closed.
 - *-Don't play with your food.
 - *-Don't talk with your mouth full.
5. Don't share food or money and don't take food or drink from the cafeteria.
6. Use inside voices and be quiet during silent time.

Consequences that may result from inappropriate behavior:

- Movement to a safe spot, time-out table, or alternate location during lunch time
- Parent contacted
- After-school detention
- Referral to the principal

Before and After School Child Care

Before and after school day care is provided by the district. Before and after school care hours are 7:00 a.m. – 6:00 p.m. More information can be obtained by calling the LINC office at 316-5569 or having your child obtain an information packet from the school office.

Field Trips

As a service to our students, PTA fund-raising money is used to provide up to \$7.00 per student for field trips. Teachers may ask for additional money to offset the price of a trip. Permission slips will always be sent home with students and permission from the parent **MUST BE GIVEN IN WRITING**. Students without a written permission slip will not be allowed to attend the field trip.

We always appreciate parent supervisors on field trips! Please notify your child's classroom teacher if you would be interested. Please note that for the best possible educational and safe experience for our students, siblings are not allowed to attend.

Health Care Information

By state law, students cannot attend school unless their immunization records are complete. (Please refer to medical information, previously sent home with your student.) In certain situations, exemption or an "in progress" statement may be needed. These cards are obtained from the health room paraprofessional and are attached to the student's permanent health record on a yearly basis. This "exemption process" must be completed annually. Health records are reviewed by the health room paraprofessional. If you have any questions, please call the healthroom paraprofessional.

School Health Screenings

At the beginning of every school year, students in 5th grade are weighed and measured, all students are checked for head lice and dental problems, and those students referred to the healthroom paraprofessional by a teacher or parent, are screened for vision and hearing acuity.

Fever and Communicable Disease

Students shall not be permitted to attend classes with a fever. Once a student is fever-free for 24 hours, they may return to school.

Students with any contagious or infectious disease may not attend classes until there is medical evidence that the student is no longer infected, or liable to transmit the disease, or that a student with a chronic infectious disease poses little risk of transmission in the school environment with reasonable precautions.

Recess

It is important that our students have a chance to exercise and to get fresh air. Please pay close attention to weather forecasts to see that your child is dressed appropriately. During the winter months, please be sure your child has a hat and gloves. When we experience inclement weather where temperatures and wind chill factors are extremely low, children will have an indoor recess. Teachers may still opt to take children out briefly for a 2-5 minute walk.

Toys, Cell Phones, Electronic Items

Toys and electronic items of any kind are not allowed on the school campus unless a teacher has specifically requested them for a special project or for show and tell. This includes any type of sporting equipment. Students are not allowed to bring valuable items from home including Cell phones, CD players, CD's, electronic games, expensive watches, and large amounts of cash. (Classroom and office phones are available for students' use, when a need or emergency arises. Parents may send a message to their student by calling the school office.)

Fight Free School

The goal of a Fight Free School is to provide all students with a safe school environment in which every child has optimum opportunity to learn. This is a proactive program in which students are taught alternative methods to violence. Fighting and other forms of physical aggression are not tolerated and may result in an Out-Of-School Suspension as per Board

policy. This includes fights, “playing around”, threats, and battery. Students are reminded on a daily basis to keep their hands, feet and all other objects to themselves.

Meadowmere Elementary follows the Basic School Model in which character traits (referred to as valuable virtues) are emphasized throughout the school year. The virtues are:

Respect	Responsibility
Honesty	Caring
Giving	Perseverance
Integrity	Self-Control
Citizenship	

Bikes/Skateboards/Scooters

Students in the 3rd grade or above may ride their bikes to and from school. This is a district-wide policy to ensure the safety of all students. No skateboards or scooters are allowed on the school campus.

Gum & Candy

Gum and candy are not allowed in school unless special circumstances have been made through the classroom teacher.