

# Meadowlake Elementary School

8251 Three Notch Road

Mobile, AL 36619

Telephone (251) 221-1529 Fax (251) 221-1528

Ms. Joi E. Miles, Principal

## Parent Handbook

### Take-In

7:45 am Students arrive at school  
& breakfast begins

8:00 am School begins

### Dismissal

3:00 pm Dismissal begins

3:15 pm Dismissal ends

### Mission

The mission of Meadowlake Elementary School Community is to accept the uniqueness of each child and to educate each student to be a responsible, productive citizen in an advanced technological learning environment.

### Motto

*Mustangs gallop to success.*

### School Rules

**Our school rules support our school mission...**

#### **Gallop...**

**Get along with others.**

**Attend school regularly.**

**Listen and follow directions.**

**Learn for a lifetime.**

**Own our behavior.**

**Practice good character.**

We will respect others and their property.

We will come to school prepared to learn.

We will listen and follow directions.

We will keep hands, feet, and objects to ourselves.

We will keep our school neat and clean.

### Beliefs

- The Meadowlake school family believes that we (students, parents, staff, and teachers) can work together to produce students who will become responsible citizens in an increasingly technological society.
- Meadowlake faculty, staff and students believe in the importance of maintaining a clean and safe school environment, which is conducive to learning.
- The faculty believes it is our responsibility to educate children to become literate, become problem solvers, to enjoy learning, and to think positively about themselves.
- The Meadowlake faculty and staff believe that all children instructed at their individual levels will progress to their highest potential.
- We believe it is important to provide a variety of opportunities for all children to experience technological training that will equip them with skills which will enhance greater career opportunities.
- We believe it is our responsibility to teach all children the importance of maintaining a high standard for personal health and well being, good citizenship, and interpersonal skills.
- Meadowlake Elementary School recognizes and values the importance of the association between the school and the community it serves.

## SCHOOL OFFICE

First stop! Here you will be greeted by one of our secretaries in a pleasant and businesslike manner. The registrar, office assistant, and the bookkeeper are available to give assistance to parents and visitors. Our school's administrator is available for conferences or meetings.

## VISITORS/SECURITY

Meadowlake welcomes visitors. All visitors and parents are required to report to the front office to receive permission to be on school grounds. Visitors are expected to sign in and out in the visitor's log, **and obtain a visitor's pass**. Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from a Law Enforcement Agency. The primary purpose of these regulations is to ensure the safety of all students and staff. These rules apply to all persons, other than teachers/staff members and students enrolled in the school.

## ENROLLMENT REQUIREMENTS

Alabama State Law requires that all children enrolling for the first time or transferring must present the following:

### **Certified Birth Certificate**

All students must have a certified birth certificate with the state seal visible. A hospital certificate with the hospital seal is not acceptable.

### **Alabama Certificate of Immunization**

Each student must have a certificate of immunization on file in his/her cumulative folder. The only form accepted is the "IMM 50-90" (blue card). The form can be obtained from the Board of Health or your doctor.

### **Social Security Card**

Social Security numbers are required for all students. Please bring your child's original social security card when registering your child so that a copy can be made for his/her cumulative folder.

### **Residence of Students**

Students must attend the school serving the residence of his/her parents and/or the residence of a legal guardian. Parents and/or guardians are required to give to the office two (2) proofs of residency (one of which must be a mortgage or lease statement) and a photo ID. Parents residing with someone else must have an authorized statement of enrollment from the Central Office.

## REGISTRATION FEE

The Mobile County School Board has approved an elementary school registration fee of \$10 per student. This fee is for first aid, postage, and miscellaneous supplies. This money can be paid when your child registers for school.

## ADDRESS & TELEPHONE

The school office must have current address and telephone numbers for all students. Send a note or call the school office to notify us of any changes.

## FIRST AID

First aid is a service provided for students with immediate health needs. The first aid room is staffed by school personnel. Please make sure that your child's health card is complete and that the school has at least two (2) telephone numbers of someone to call in the event of an emergency.

The school does not supply nor administer non-prescribed medication. If your child needs medication either periodically or on a regular schedule, the school must receive written permission from the child's doctor stating the dosage and times medication is to be administered along with a form completed by the physician. All medications must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of the doctor, and time interval between dosages.



## HEALTH PROBLEMS

Any chronic health problems such as seizures or heart problems, etc., must be brought to the attention of the principal and the teacher. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a clinical or doctor's statement verifying the child's condition at the beginning of each semester. The statement shall reflect the nature of the child's illness, and state that the child may have to miss school from time to time due to this illness. When a child with a chronic illness is absent, the parent must still send a parent note stating the reason for the absence.

Students will be checked periodically for conditions such as head lice, pink eye, scabies, and impetigo. Conditions such as these are easily transmitted from one person to another. In order to avoid widespread occurrence, certain precautions are necessary. The parent of any child suspected of having a contagious health problem will be contacted by telephone or letter. A doctor's note must be provided, before the child can return to school. Every attempt will be made to avoid embarrassment to your child.

## ATTENDANCE

Students are expected to be in school, except in cases of emergency or for reasons as explained in the Mobile County Public Schools Student Code of Conduct. Students must attend a total of 3½ hours of school to be counted present for the day. The code lists the following as the only legal excuses for absence from school: 1. Personal illness - The school may require a doctor's excuse. (The student must be fever free for 24 hours before returning to school.) 2. Serious illness in the family. 3. Death of a relative - The absence arising from this condition is limited to three days, unless reasonable cause may be shown. 4. Observance of a religious holiday - must have prior approval of the principal. The parent or guardian must write an excuse giving student's name, date, days of absence, reason for absence and his/her signature. The excuse must be received by the classroom teacher within 3 days of the absence or the absence will be unexcused—**no exceptions**. Parents are allowed to send up to eight (8) days of excuses or "parent notes" per year. Any beyond that will be coded as unexcused.

The Alabama Compulsory Attendance Law requires all children between the ages of seven and sixteen to attend school. The following procedures will be followed for Mobile County Public School students who fail to attend school each day:

The parent or guardian of any student who has **ONE OR MORE UNEXCUSED ABSENCES** will be contacted by the Central Office.

Any student who has **FIVE OR MORE UNEXCUSED ABSENCES** can be referred to Early Warning Truancy Program. Parents of students referred to the Early Warning Truancy Program will be notified to appear before the Assistant District Attorney of the Juvenile Court of Mobile County to answer to the Court for their failure to insure daily school attendance of their children.

Students with **SIX OR MORE UNEXCUSED ABSENCES** can be referred to Juvenile Court for formal action. A petition may be filed in Juvenile Court against the parent/guardian and/or the student. **PARENTS MAY BE FINED \$50 PER DAY UP TO \$500 OR SENTENCED UP TO 12 MONTHS IN THE COUNTY JAIL.**

## Tardiness

Promptness to school is very important. Students tardy to school must be signed in by a parent or guardian and receive an admittance slip from the front office. Meadowlake's tardy bell rings at 8:10 am. An occasional tardy can be understood. Consistent and chronic tardiness can be considered **parental neglect**. **These students will be referred to our attendance officer.** Under Alabama state law, tardiness is considered to be truancy for the amount of time that the student is absent from school. Charges will be filed against the parent for contributing to the delinquency of a minor.



## EARLY DISMISSALS

Students must be signed out in the school office. The person signing the student out early must have proper identification and must be listed on the student's enrollment card.

### **EARLY DISMISSALS ARE NOT ALLOWED AFTER 2:30 PM.**

Excessive early dismissals are monitored by our attendance officer and may result in legal action.

## LOST AND FOUND

Parents are asked to write their child's name on all clothing, lunch boxes, bookbags, money envelopes, supplies, and any other items that may be brought to school. This makes it easy to return lost items to rightful owners. Items found in and around the school should be turned into the office where the item may be claimed with proper identification.



## EMERGENCY SCHOOL CLOSINGS

In the event of hazardous weather conditions, an official decision will be made for all Mobile County Schools. That decision will be broadcast on local radio and television stations and possibly through our automated SchoolMessenger system. If weather conditions become hazardous during the school day resulting in a decision for an early dismissal, such an announcement will be made on local radio and television stations. Parents should discuss the possibility of such instances with their child, in order to be sure the child is clear on what he/she is to do in case of such an event.

**\*\*\*PLEASE NOTE: Parents are asked to refrain from calling the school during such time, in order that phone lines can remain open for further information to ensure each child's safety.**

## STUDENT CARPOOL PROCEDURES

One of the most difficult jobs in the school is guiding the traffic and safely loading and unloading students. Please be patient and cooperative. You may help by following these directions:

**Mornings:** Traffic enters **ONE WAY**. Vehicles will drive through the horseshoe driveway. Two lanes will be used for morning carpool. Students will be unloaded in **FRONT** of the building. No student may be dropped off on Three Notch Road.

Please follow these simple directions:

1. Come to a **full stop** in front of the school after pulling as far down the driveway as directed.
2. Students may not unload until directed to do so by the teachers on duty.
3. Do not drive off or move your car until directed to do so by the teachers on duty.

The horseshoe drive is the **ONLY** automobile route and under no circumstances may students be loaded or unloaded anywhere else.

### **Afternoons:**

1. Traffic enters **ONE WAY**. Automobiles will drive through the horseshoe driveway, utilizing three lanes.
2. All 3 lanes pull down to the front **white line** and turn off your car's engine. Please place your assigned car tag on your rearview mirror.
3. **DO NOT** leave your car to pick up or call your child to the car.
4. The teachers on duty will direct you.
5. Always move down to the end of the line.
6. Please **DO NOT** park on the street around the school. **STAY IN YOUR CAR**; we will load your child. The horseshoe drive is the **ONLY** automobile route and under no circumstances may students be loaded anywhere else.
7. Remind your child to watch for your car and to refrain from playing.
8. Only one lane of traffic will exit at a given time. **Do not begin to exit until directed.** A traffic patrol person will assist on Three Notch Road.
9. This system works only if you cooperate. We may alter the manner in which your child is picked up if you break the rules.



## SCHOOL BUS REGULATIONS

Students who live two miles or more from school are eligible for bus transportation. (Physically disabled students are exempt from this law.) Students are required to abide by all school bus rules. The bus driver will be required to report any unacceptable conduct to an administrator.



Unauthorized persons may not board the bus.

*"The right of all students who ride on school buses is conditional on their good behavior and observance of the rules and regulations. Any student who violates any of these rules and regulations will be reported to the principal with the recommendation that bus privileges be suspended."* (School Board Minutes)

## GOING HOME WITH FRIENDS

If a child is to go home with a friend, a note should be sent to the teacher stating with whom the child is to ride. **The principal must give permission for students to ride another bus.**

**\*\*\*PLEASE NOTE: For reasons of safety, you must notify teachers in writing if there are to be any changes in a student's regular method of transportation to and from the school. No phone messages will be accepted.**

## CHILD NUTRITION PROGRAM

### **STUDENT BREAKFAST and LUNCH ARE FREE!**

#### **Breakfast Program**

Breakfast is served from 7:45 a.m. to 8:00 a.m. Students have breakfast in the classrooms with their teacher.

#### **Lunch Program**

### **We are not currently accepting visitors to dine with students for lunch.**

The "NO CHARGE" USDA grant allows all of our students to eat one breakfast and one lunch daily at no charge. Parents are welcomed to send money to school with their child or put money on a student's account if students would prefer a la carte items. Those items range from milk or juice (\$.50) to an entrée item (\$1.50). Checks should be made payable to "Meadowlake Cafeteria". Be sure to include your child's name and lunch number on the check. You can also pay online if you choose to not pre-pay. This may be done by visiting the e-funds website. <https://payments.efundsforschools.com/v3/districts/56043/>

#### **Menu**

You can find our menu on-line. Please be mindful that due to deliveries, menus may change.

## PROGRAM ENHANCEMENTS

Title I is a federally funded program. Federal funds are received based on the number of students receiving free or reduced lunch. These funds are used to enhance the educational program and provide additional academic assistance.

### **Guidance and Counseling**

The Guidance Office provides a neutral, non-judgmental and caring environment in which a child feels comfortable working out his/her problems. Mrs. Paityn Colee is our Guidance Counselor.



### **Media Center**

The Media Center provides the students many hours of learning in research, computer skills and story time. The center has a circulation of over 15,000 books and audio visual materials. Mrs. Beth Fields is our Media Specialist.

### **Technology in the Classrooms**

Classrooms are equipped with computers, Smart Boards and other technology for student use. Additionally, each student has their own personal Chromebook to assist them in their educational experiences.

### **Physical Education**

This program provides students an opportunity to experience a variety of activities which will develop good fitness practices, basic movement skills, and sports-related skills. Mrs. Jennifer Irby is our PE teacher.



### **Problem Solving Teams or Multitiered System of Support (MTSS)**

Problem Solving Teams are a school-based approach to meet the needs of at-risk students in regular education classroom settings. This collaborative team pools their expertise from many areas to help resolve school and student issues. This team effort helps to address academic, social, and/or behavioral concerns regarding students. Typically, students are referred to Problem Solving Teams before being referred to Special Education.

### **Special Education**

Students whose specific needs require a modified curriculum and who qualify for specialized instruction can be served through a variety of special programs. The goal of the special education program is to work with each child in the learning environment which is best for the individual, so that each student may reach full potential.



## AWARDS AND RECOGNITION

As an incentive to motivate our students toward academic excellence, special recognition is given to those students making A Honor Roll, A/B Honor Roll, Perfect Attendance, Outstanding Citizenship, and Most Improved.

**Principal's Honor Roll:** A student must receive all A's on his/her report card and an S in all other areas.

**A-B Honor Roll:** A student must receive a combination of A's/B's on his/her report card and an S in all other areas.

**Perfect Attendance:** Students who have been present every day of the quarter and have no more than 1 tardy and/or early dismissals.

**Significant Improvement:** Those students who have brought up or improved Math and Reading grades without allowing grades in other academic areas to drop.

**Citizenship:** One student every month from each class who has exhibited outstanding citizenship.

## DISCIPLINE

Discipline is the responsibility of the home, school, and community. There must be cooperation among teachers, parents, and students. We want your child to learn and to progress. This is only accomplished through self-control and good behavior.

## PARENTAL RESPONSIBILITIES

Parents must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the conduct of the student while attending school. Good discipline begins in the home. Parents are the students' first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes. A parent has the responsibility to:

- \* help foster an environment in and out of school that nurtures quality in education by talking with your student about school activities, planning a time and place for school work assignments, and providing necessary supervision.
- \* encourage his/her child to respect others.
- \* insure student's prompt and regular compliance with attendance rules and other procedures necessary for the best possible orderly education.
- \* support the school by following local school procedures.
- \* attend necessary conferences each year.
- \* work with the school to see that the student completes school assignments.

\*\*\**The Mobile County Public School System's Student Code of Conduct is available on-line during registration each year. Please save, print, and review this information carefully.*

## TEACHER CONTACT

Teachers can be contacted by emailing the teacher, sending a note to the teacher, or by calling the school office at 221-1529. During class time, phone messages are taken in the office and placed in the teacher's mailbox. Teachers can meet with parents for a conference before school, after school, or during their planning period, depending on their schedule. You can also e-mail your child's teacher. Please do not expect a "drop in" conference or phone call during the instructional day. All parents are required to attend a minimum of two parent-student-teacher conferences per year.

In order to make your conference a profitable one, you may want to ask the teacher:

- Does my child participate in classroom activities?
- Does my child show self-control?
- How does my child get along with other children?
- Does my child relate well to adults?
- Can my child complete grade-level work?

## GRADING SYSTEM

### REPORT CARDS

Report cards are sent home after each quarter. Please take time to talk to your child about his/her progress, sign the report card envelope, and return it to your child's teacher as soon as possible. If there are questions, a note should be sent to the teacher.

%	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	E

### Mid-Quarter Notes

Each teacher will send a mid-term progress report for each student.

Parents may also view student grades through Schoology. Contact the school for more info.



## TEXTBOOKS

Textbooks are assigned by numbers to students. In accordance with state policy, all textbooks must be kept covered. Books are to be kept clean and handled carefully. Students will be required to pay for lost or damaged textbooks before additional books are issued.

## HOMEWORK

Homework serves an important purpose in your child's school life. It is a way of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work study habits that will assist him/her throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. Help your child set a regular homework time each day. Provide your child with a quiet time and place to work and study.

## FIELD TRIPS

Field trips are planned to correlate with the regular classroom instructional program. In planning a field trip, MCPSS guidelines must be followed.

- Students must pay for the cost of the field trip and return the signed permission slip by the specified deadline.
- Field trip money **cannot** be refunded in case of absences or change of plans.
- Students attending the field trip may not ride in the car with parents to or from the field trip destination.
- Students in other grades or enrolled in other schools may not attend field trips.

## STUDENT PARTIES AND ACTIVITIES

Class parties are scheduled for Christmas and End-of-Year. Sending a small birthday snack or treat for the entire class is acceptable.

PLEASE do not send food items that are not commercially packaged. Also, we do not allow cookies, cupcakes, donuts, or any other food items that may be considered "unhealthy". Alternative snacks are gelatin cups, pre-packaged fruit, popcorn, fruit snacks, baked chips or crackers, low-fat, whole-grain food items, or similar items. Wristbands, pencils, or other small trinket items may take place of the food item to celebrate your child's birthday.

Snacks must be in compliance with the MCPSS Wellness plan. **Parents must contact the teacher for approval prior to the day of the snack.**

Any activity that is planned in the school that is a departure from the regular schedule and routine of the school is to be approved by the principal. Meadowlake activities are for Meadowlake students only. Other school age children are not allowed on campus during activity times.

## PARENT INVOLVEMENT

Parental involvement is crucial to your child's success in school. Parent bulletins will be sent home on a regular basis to keep you informed about school activities and to assist you in planning your opportunities of involvement. Our PTO is currently undergoing restructuring. We are in need of active volunteers for a variety of activities. Volunteers are needed to run off papers, go on field trips, serve on committees, and act as resource persons for art/music or in their related fields. Contact your child's teacher if you are willing to help in any of these areas.

## SCHOOL UNIFORM

Students are required to wear the Meadowlake School uniform every day. Being out of uniform is a violation of the Mobile County Public School System Student Code of Conduct and can result in disciplinary action.

### SHIRTS

- White or hunter green polo style shirt
- White oxford or white shirt with Peter Pan collar
- White or hunter green turtle neck shirt
- Shirts must be tucked in at all times—no logos on shirts.
- Shirts worn under uniform shirts must be solid white in color
- Meadowlake t-shirts or sweatshirts purchased through the school may also be worn.
- ONLY official Meadowlake apparel is to be worn.

### PANTS/SHORTS/SKIRTS/JUMPERS/ SKORTS

Meadowlake plaid or khaki (shorts & skirts must be no more than 2" above the knee) – NO cargo style

### BELTS

Plain black or dark brown belt – must be standard length and not hang excessively

### SHOES

Tennis shoes with matching shoelaces only. **No** black soles, characters, lights, or wheels are permitted. Students are not to wear any style of boots, no dress shoes (except on special occasions) and no cleats.

### SOCKS

Solid white socks; solid navy or white tights/ leggings for girls

### OUTER GARMENTS

Navy, hunter green, or white – sweater, pullover, cardigan, jacket, fleece pullover or school logo sweatshirt. Outerwear in any other color may not be worn during the school day (NO scarves).

### COSMETICS

Make-up – none; No tattoos.

Jewelry - Plain, non-distracting stud earrings (no hoops or dangle earrings)

### HAIR AND NAILS

Natural hair color and hair styles only (ex. no pink highlights, no Mohawk type haircuts, carvings, etc.) No artificial fingernails. Haircut and fingernails should not be distracting to the educational process.



**We are on the web!**

<http://meadowlake.mce.schoolinsites.com>