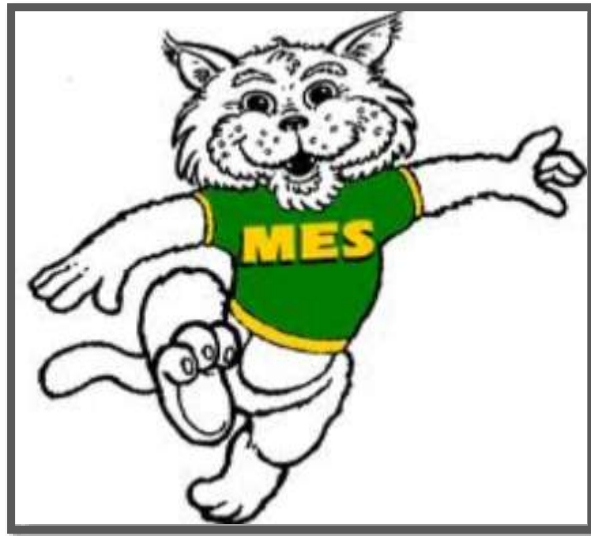


MEADOWLANE ELEMENTARY SCHOOL



COMMITTED TO EXCELLENCE

**Student Handbook
Parent Resource Guide
709 Meadowlane Drive
Phenix City, AL 36869**

**2015-2016
Revised June 2015**



PHENIX CITY PUBLIC SCHOOLS

1212 Ninth Avenue
P.O. Box 460
Phenix City, AL 36868-0460

Superintendent of Schools

Mr. Randy Wilkes

BOARD OF EDUCATION

Mr. Brad Baker President
Mr. Kelvin Redd..... Vice President
Ms. Fran Ellis.....Member
Mr. Ricky Carpenter.....Member
Ms. Barbara Mitchell..... Member
Zara Parham..... Member
Mr. Paul Stamp..... Member

The Phenix City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Mr. Joe Blevins, Director of Student, Personnel
and Operational Services**

1212 Ninth Avenue, Phenix City, Alabama 36868
(334) 298-0534

Meadowlane Elementary

709 Meadowlane Drive
Phenix City, AL 36869

Telephone: (334) 298-2568
Fax: (334) 448-8690

PRINCIPAL

Mrs. Aretha McDonald

GUIDANCE COUNSELOR

Mrs. Zandra Davis

MEDIA SPECIALIST

Mrs. Angel Wilson

MES OFFICE PERSONNEL

SCHOOL SECRETARY/BOOKKEEPER

Mrs. Jennifer Murphy

IMPORTANT TELEPHONE NUMBERS

Main Office..... (334) 298-2568
Principal's Office..... (334) 298-2568 ext. 101
Secretary/Bookkeeper (334) 298-2568 ext. 100
Counselor..... (334) 28-2568 ext. 109
Collaborative Teacher..... (334) 298-2568 ext. 108
Media Specialist..... (334) 298-2568 ext. 107
Cafeteria..... (334) 298-2568 ext.106

MEADOWLANE ELEMENTARY SCHOOL

“Committed to Excellence . . . Every Day . . . All Day”

On behalf of the faculty and staff, we would like to welcome you to Meadowlane Elementary, the home of the “*Wildcats*.” We are excited that you have chosen to become a part of the MES family and we are looking forward to assisting you in your efforts to achieve your educational goals. This year will be filled with high expectations for learning and growing academically, socially and emotionally. We anticipate an awesome year as we continue to be wild about learning and roar with each success!

Meadowlane Elementary was one of the eight schools recognized by the Alabama Department of Education to earn the prestigious title of *Torchbearer School* (a high-poverty public school that has overcome the odds to become a high-performing school) for the 2009-2010 academic school year. This program recognizes public schools in Alabama that demonstrates the principle all children can learn, despite of difficulties they may encounter. MES consistently met federal and state accountability standards through dedication and hard work from faculty, students and parents despite the odds. In an effort to continue with the *Torchbearer School* tradition, we are committed to achieving excellence all day, every day for all students in every classroom.

This handbook has been developed as a guide for a successful year. We encourage you to take the time to review each section of this handbook. Primarily, this handbook provides basic information you will need to know in order to function as a *Meadowlane Elementary Academic Scholar*. At MES, we desire the best of every child, and we are looking forward to partnering with you to help our scholars be the very best!

It is our wish that you have an Awesome 2015-2016 school year! We encourage you to become involved in all aspects of the academic program. *Together As A Team We Can Achieve More!*

Aretha McDonald

Meadowlane Elementary
Principal



“Children First”

The Philosophy of Meadowlane Elementary

The Philosophy of Meadowlane Elementary School is founded on the belief that all children can learn and have the fundamental right to an environment conducive to the best possible education. Communicating is essential to creating an environment where children can learn. Children learn best when there is an invested partnership between the home and school. Children should feel that their teacher and parent are supporting their academic efforts. The school must work closely with the parent to ensure the child is hearing the same message about his/her education. Educating a child is a full-time responsibility that does not end when the child leaves the school building. The school must listen carefully to the parent and the community stakeholders to understand expectations in the home as well as the community to ensure the parent and community share the vision, mission and goals of the school.

Strong relationships between the school, family and the community are essential to the academic success of all children. Education is a shared responsibility between the school, family, and the community, with the best results coming when all three are working together. Research indicates that the three most critical dynamics of school improvement are teaching and learning, school climate and family involvement. Therefore, the school must take the initiative in developing and sustaining effective partnerships because a well-planned visionary partnership is necessary for all children to succeed.

Academic rigor is at the heart of improving children learning. Children learn best when they are actively involved in their own learning. They need opportunities to manipulate their environment, explore and be challenged with instruction that is rigorous, relative and connected to real world issues to enhance their academic success. The school, family and the community must set high standards for learning and those standards must be expected and communicated to all children. Teachers, administrators, parents and the community must share the belief of holding children accountable for hard work and the expectation to continuously improve their learning in order to get meaningful results that will last a lifetime. This belief must be consistently articulated and modeled by the administrator, teachers, parents and support staff.

Meadowlane Elementary will foster a school climate that is collaborative, focused on results to ensure children learn, committed to frequent and ongoing assessments of student performance and assessment methods that are aligned to instructional practices and applied in the classroom. This process will involve communication, research, goal setting, and on-going professional development with a clear focus on student learning. By working together, we can achieve more!

VISION STATEMENT

“Committed to Excellence”

MISSION STATEMENT

The mission of Meadowlane Elementary School in partnership with family and community, will develop responsible and productive citizens who are prepared for the challenges of the future.

SCHOOL COLORS

Green and Yellow

SCHOOL MASCOT

Wildcat



School Creed

I know I am beautiful.

I am somebody.

My uniqueness I bring,

I can do anything.

I've got that pride,

Meadowlane Elementary School

Wildcat Pride inside!



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PHENIX CITY PUBLIC SCHOOLS

Mission:

Phenix City Schools, in partnership with family and community, will develop responsible and productive citizens who are prepared for the challenges of the future.

Vision:

Pursuing excellence on behalf of every student in every school.

Beliefs:

- **Learning Environment** - The learning environment should be clean, safe, well-maintained, nurturing, stimulating, challenging and conducive to teaching, working, and learning.
- **Personnel** - All district personnel will be competent, dedicated, highly motivated and will be provided with adequate resources and professional development necessary to meet both student and individual professional needs.
- **Academic Success** - Academic success for each student is the result of a rigorous curriculum, access to technology, prepared and dedicated staff, involved families and engaged students.
- **High Expectations** - High expectations are held for all students and staff.
- **Responsibility** - Responsibility for learning is a shared partnership among schools, students, families and the community.
- **Respect** - Respect of self and others by staff and students is vital to the learning environment as well as through life.
- **Character and Integrity** - Character, integrity, and service to others are an integral part of the general curriculum.
- **Student Diversity** - Student diversity and uniqueness will be valued in order to best meet individual needs.
- **Student Empowerment** - Every student will graduate and be prepared to enter the work force or pursue further education, always striving for continuous knowledge and improvement.

GOALS:

- Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire necessary skills that will enable them to be competitive in the ever-changing work force.
- Phenix City Schools will recruit, employ and retain a highly qualified instructional staff and provide them with relevant and research based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.
- Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working and learning.
- Phenix City Schools will meet the challenge of an exploding student population that includes, but is not limited to, adequate classroom space, materials, supplies, technology and resources necessary for 21st century teaching and learning.

STATEMENT of BELIEFS and GOALS

Meadowlane Elementary School believes that learners of all ages-

- are unique individuals
- are worthy of love, tolerance, and acceptance
- desire to be treated fairly
- are capable of learning
- need to experience success
- need a variety of teaching strategies to meet their individual needs
- learn best when they are actively involved
- need to respect themselves and others
- need to set goals and work towards them
- need to be surrounded by positive role models
- learn to be responsible by given responsibility
- learn best when their family is involved with their education

In keeping with the statement of Philosophy, the goals of Meadowlane elementary School are to produce learners who are:

- knowledgeable problem solvers who think independently and apply a broad range of options and strategies in defining and resolving problem
- collaborative leaders who use effective leadership and group skills to define work and community goals, initiate their accomplishments, enhance personal and others' self-esteem, and foster and sustain cooperative relationships within culturally diverse settings
- self-directed and exhibit a love for learning, know how to learn, and demonstrate a sense of curiosity and enthusiasm for new experiences
- quality producers who exercise persistence and effectively communicate, compute and use technology
- community builders who are responsible citizens and contribute their time, energy and talents to improve the health and welfare of themselves and others in both their local and global environments

Meadowlane Elementary is accredited by the Southern Association of Colleges and Council on Accreditation and School Improvement and the Alabama State Department of Education.

*Military Clause/Hope Scholarship
A student whose parent is active duty and assigned to Fort Benning, GA, but resides in Phenix City, AL, is eligible to apply for the HOPE Scholarship in Georgia.*

INTRODUCTION

On behalf of the faculty and staff, we would like to welcome you to Meadowlane Elementary. We are excited that you have chosen to be a part of the Meadowlane family and we are looking forward to a *great* year working with you and your child. This handbook has been prepared for you as a guide for a successful school year. Please take the time to familiarize yourself with each section of the handbook to ensure you are aware of information concerning the school, its daily operations, school policies and procedures for 2015-2016 school year.

GENERAL SCHOOL PROCEDURES

Registration

Registration is the time during which new students sign-up to attend MES and returning students re-identify as attending MES during the new school year. Registration is held in July. The following items are needed to register your child for school:

Current Proof of Residency is required for *all students* at the time of registration. This proof may be a *current* copy of a utility bill, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. Phone bills and cable bills **cannot** be accepted as proof of residency. Individuals without a utility bill, mortgage or rent receipt, lease agreement, or property tax statement will be required to complete a Third Party Residency statement. The Third Party Residency statement must be notarized and approved through the PCBOE downtown office.

Birth Certificate must be on file in order to register your child for school. Kindergarten students must be five (5) years old by September 1st and First Grade students must be six (6) years old by September 1st. To obtain a replacement birth certificate, contact the Russell County Health Department at (334) 297-0251. The Health Department is located at 1850 Crawford Road in Phenix City.

Alabama Certificate of Immunization (IMM-50) or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. Additionally, documentation of a second dose of measles-containing vaccine for all children, kindergarten through twelfth grade is required. A booster dose of tetanus/diphtheria (Td) vaccine must be given 10 years after the preschool booster. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. Immunizations can be obtained from the Russell County Health Department located at 1850 Crawford Road in Phenix City or from your family physician.

Social Security Card must be on file in order to register your child for school. Should you need to apply or reapply for a social security card you may do so at the Social Security Administration located on Macon Road in Columbus or call (800) 772-1213 or locally (706) 649-7831. There is a two week waiting period.



School Hours 8:00 A.M. – 3:00 P.M.

Arrival Procedures

The school day for children is 8:00 A.M. – 3:00 P.M. For safety reasons, students should not arrive at school before 7:20 A.M. All students arriving before 7:45 A.M. are to report to the cafeteria and remain there until they are dismissed to their teacher between (7:45 A.M. and 8:00 A.M.). If students arrive after 8:00 A.M. they must report to the office with an adult to get a tardy pass to their respective classroom.

Car Riders

Car riders should be dropped off in the circular driveway and enter the double doors in the front

of the building. Upon entering the building they will be greeted by a faculty/staff member and be reminded to report to the cafeteria. Car riders should not be dropped off in the bus lane or enter the building through the side door entrances. Under no circumstances should parents/guardians park in the circular driveway when they plan to enter the building to conduct business between the hours 7:15A.M. to 8:15 A.M. or 2:15 P.M. to 3:15 P.M. to prevent the flow of traffic being blocked or congestive.

Walkers

Walkers should enter the building through the double doors in the front of the building. Walkers will not be allowed to enter through side entrances or the back of the Bistro.



Bus Lane

Only school buses may pick up and drop off students in the bus lane.

Van Lane

Only school vans may pick up and drop off students in the van lane.

Meadowlane Park

The park that is adjacent to MES is not the school property. Students are not allowed to gather or meet in the park on their way to school or afterschool.

Dismissal Procedures

School dismissal will begin at 2:50 P.M. daily. Please adhere to the following dismissal policies and procedures.

- Students will not be allowed to check out after 2:30 P.M. to ensure the dismissal process will be smooth and expeditious for all students and parents.
- Follow the circular driveway in one lane. Please do not stop next to a parked car and drop off or pick up your child. This process blocks the traffic and creates a safety hazard for other students

when they are crossing in front of cars. *Please wait your turn to drop off or pick up your child.*

- *Please remain in your vehicle during car rider dismissal. Your child or children will exit through the front double doors no later than 3:00 P.M. and a faculty or staff member will walk your child or children to your vehicle.*
- Please report to the side entrance near the bus canopy if you want to pick up a student who walks; they will exit through the side double doors no later than 3:00 P.M.
- Please remind your child to stay in his or her designated area once they have been dismissed from the classroom. They will not be permitted to return to the classroom, go to the water fountain, or use the restroom once the dismissal process begins to ensure all students get to their designated area safely and on time.

Transportation Changes

For safety reasons, there must be a Written Note if your child's transportation changes for any reason. Calling at the last minute tends to create confusion and difficulties for the child. Transportation changes will not be granted based solely on a phone call. A written notice is required and must be received in the office before **2:15 P.M.** if there is a change in your child's transportation. If an emergency arises during the school day, parents must fax a written notification to the school requesting a change in transportation for that afternoon. The school fax number is.

For *safety reasons* all changes require that the parent call the school before **2:15 P.M.** to verify that he or she sent the fax.

Afterschool Procedures

Afterschool Detention

If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.

Students not staying for after school activities should be off campus each day by 3:30 P. M. **Please be considerate of your child and staff members by being on time to pick up your child.** If students are left on campus after 3:30 P.M., they will report to the office and wait until a parent and/or guardian can arrive. If students are left on campus after 5:00 P.M., the police and/or authorities will be called.

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 8:00 A.M. ***Students arriving after 8:00 A.M. must be signed in by the adult who brought him or her to school.*** For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a ***suspension pending a parent conference.*** If the students are transfer students, the transfer approval may be REVOKED.

Check-Out Procedures

NO CHECK-OUTS AFTER 2:30 PM

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours and on Saturdays when possible. As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence. If a student needs to be checked out of school, the parent must make a written request in the school office.

Students checked-out before 12:00 P.M. will be counted absent. *Also, students who check-in after 12:00 P.M. will be marked absent.

For safety reasons, your child will only be released to the people whose names are listed on the registration form. ID will be required. If you need to check your

child out early, please check him or her out before 2:30 P.M.

Withdrawal Procedures

To withdraw a student, you must do the following on the last full day of the student's attendance:

- Notify the school by telephone or in writing at least 24 hours prior to receiving withdrawal paperwork.
- Return all textbooks and library books to the school.
- Pay all outstanding balances.
- Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
- The student's cumulative information will be mailed to the new school upon request.

FOOD SERVICES



Visit the Meal Pay Plus website at

<https://www.13.mealpayplus.com/default.aspx> to make payment on your child's meal account.

Breakfast and lunch served in PCES' cafeteria are wholesome meals that provide one-third of our daily food requirements. Breakfast will be served from **7:20 A.M. – 7:55 A.M.** The **“cut off” for breakfast is 7:55 A.M.** If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. ***If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.***

Children may eat the lunch provided at MES or may bring their own lunches from home. Students are allowed to bring beverages in a thermos or fruit drink boxes, but are not allowed to bring canned or bottled drinks. Unless instructed otherwise by the principal, all meals will be eaten in the cafeteria. Lunches may be paid for daily, weekly, or monthly. All lunch checks should be made payable to Meadowlane Elementary Lunchroom.

Checks cannot be accepted during the month of May. Parents are welcome to have lunch at the school at any time; however, in order to be sure that enough food is prepared, the lunchroom manager should be

contacted at least one day in advance, if at all possible.

The cafeteria phone number is (334) 298-2544

Free or Reduced Meals

Free and reduced meals are available for those who qualify. ***Parents must reapply each year for these meals.*** The application forms are available at MES during registration and can also be obtained at the Auxiliary Services Office downtown. Students do not get free or reduced meals until the application has been approved; therefore, students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved. If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

Meal Prices

Breakfast is \$1.75 for students in kindergarten through fifth grade. Lunch is \$2.25 for students in kindergarten through fifth grade.

NO STUDENT MAY CHARGE LUNCH.

You may visit the Meal Pay Plus website at <https://www13.mealpayplus.com/default.aspx> to make payment on your *to provide the child with a meal.*

Phenix City Public School Meal Charges

Student Breakfast \$1.75
Adult Breakfast \$2.25
Student Lunch \$2.25
Adult Lunch \$3.75
Employee Lunch \$3.25

ATTENDANCE

Every student of compulsory age (under 17) is required to attend school each day. Alabama State Law makes parents or guardians responsible for making sure their children are in regular attendance. Since there is a high correlation between attendance and academic achievement, each student is encouraged to be regular in his/her attendance.

Early Warning Truancy Program

The Alabama compulsory attendance laws require children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher a written explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to

the teacher, each child's absence will be recorded as unexcused or truant.

Please be advised of the Early Warning Truancy Prevention Program which will again be in effect in the Phenix City Schools during the 2014-15 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

The following procedures for handling trancies shall be uniformly administered throughout the Phenix City Schools:

1. Once a child misses five (5) days of school for whatever reason students shall be cautioned about truancy and subsequent action which will be taken by the school and courts.
2. Once a child misses seven (7) days of school for whatever reason parents shall be notified by the school attendance clerk and/or school principal.
3. Once a child misses ten (10) days of school for whatever reason the parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.
4. **Once a child misses another day of school after attending an Early Warning Truancy Prevention Program Meeting and does not give a medical excuse a file complaint/petition against child or parent/guardian if appropriate (parent or guardian will go to Court).** If your student is referred to Early Warning, the parent/guardian and the child must attend. You will be required to meet with a truancy officer and he/she will explain consequences for failing to comply with the program. Once a student has been required to attend Early Warning, **only medical absences will be excused.** Parent notes are no longer acceptable.

The court system and the Phenix City Board of Education realize this letter is not necessary for all parents because most of you make a great sacrifice to see that your children are in school every day and receive a good education. However, we must share this information with all parents in order to have an effective truancy prevention program.

After an absence, a pupil must present to the homeroom teacher a written statement signed by the parent or guardian giving the reason for the absence in order for the absence to be excused. In compliance

with Board policy, all absences are unexcused or illegal except:

- personal illness
- death in the immediate family
- emergency conditions declared by the superintendent
- special permission granted by the principal

NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.

Truancy

A student who leaves the Phenix City Elementary School campus without permission will be guilty of violating the Alabama Compulsory Attendance Act and will be subject to disciplinary action. The same applies to students who “cut” classes or are truant. If said violations continue, the student and his/her parents will be referred to the juvenile court. Neither Phenix City Elementary School nor the Phenix City Board of Education can be held responsible for the welfare of students who leave school without permission. Furthermore, neither the school nor the Board shall be responsible for students who frequent private property adjacent to school property before or after school. For their own safety and welfare, students are instructed not to visit and/or loiter on private property before, during, or after school hours.

Perfect Attendance

Perfect Attendance Certificates will be awarded at the end of each nine-week grading period to those students have been neither absent nor tardy for any reason.

Please remember that students who check out prior to 12:00 P.M. will be counted absent. Also, students who check-in after 12:00 P.M. will be counted absent.

Student Evaluation

Student Evaluation

Regular Academic Ratings

A Excellent Performance	(100-90)
B Good Performance	(89-80)
C Average Performance	(79-70)
D Improvement Needed	(69-60)
F Little or no effort made	(59-0)

***If this performance continues Failure is Imminent**

GRADING PERIODS

1 st Quarter	August 10 – October 8, 2015
2 nd Quarter	October 9– December 18, 2015
	End of 1 st Semester December 18, 2015
3 rd Quarter	January 7– March 10, 2016
4 th Quarter	March 11 – May 25, 2016
	End of 2 nd Semester May 25, 2016

Progress Reports

Progress Reports are distributed to ALL scholars at the mid-point (4 1/2 weeks) of each grading term. Each teacher will keep the scholar’s progress report on file. If a parent needs a copy of a child’s progress report or has any questions regarding grades, he/she may contact the classroom teacher. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

Thursday, September 10, 2015

Thursday, November 12, 2015

Thursday February 4, 2016

Thursday, April 21, 2016

Report Cards

Each scholar is issued a report card at the end of each nine weeks. If there are any questions concerning the cards, a conference may be held between the parent and teacher. Parent-teacher conferences are scheduled through the Guidance Counselor.

Provided no school days are lost due to inclement weather, report cards will be distributed on the following dates:

Fall Semester

1st Nine Weeks October 15, 2015

2nd Nine Weeks January 14, 2016

Spring Semester

3rd Nine Weeks March 31, 2016

4th Nine Weeks Mailed on May 26th

Principal’s List

A Principal’s List is made at the end of each grading period. Principal’s List status will be awarded to all scholars who make an “A” in all subjects. Names will be displayed on a designated bulletin board per each grading period. Other incentives will also be provided for student who make the principal’s list.

Honor List

Honor List status will be awarded to all scholars who earn a combination of “A’s” and “B’s” in all subjects per each grading period and their names will be displayed on designated bulletin board.

MES Academic Awards Recognition

Academic Awards Program will be held to recognize Honor Scholars. Scholars who earned All A’s and a combination of A’s and B’s. Students will also be

recognized during Parents of Board Meeting held in January.

Homework

Homework is assigned by the teachers as a means of skill practice and reinforcement for the student.

Every student is responsible for assignments and is expected to complete them as directed. Assignments turned in late without teacher approval will receive a lower grade.

Promotion/Retention Policy

Introduction

The Phenix City Board of Education realizes that it is necessary to make decisions concerning promotion and retention. These decisions must be made based on the best interests of the students. As early as possible in the school year, teachers must make their concerns known to the principal or his/her designee. Once this is done, the procedures outlined below will be followed for students in grades K-8.

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be **placed** in the next grade with consideration being given to the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmates.

Academic Concerns

- Evidence of academic performance for any student who is failing or performing below grade level should be presented to the Problem Solving Team (PST) by his or her teacher for the purpose of intervention. The PST will develop, with the teacher, an intervention plan with specific strategies and timelines for improvement.
- The teacher will notify the parent of the PST meeting to solicit input and support.
- The teacher will maintain a documentation file on each student with an intervention plan.
- The teacher shall present the results of the intervention plan to the PST and the parent as outlined in the plan.
- Progress reports will be distributed to all parents at the end of four (4) weeks during each quarter. The report card will be distributed to all parents at the end of each nine weeks. Formal conferences will be held

with parents at the end of the first nine weeks and the third nine weeks. However, conferences may be held at any time as requested by the teacher or parent.

Standardized test results will be given to parents at the opening of school.

Attendance

- A student who has excessive unexcused absences, ten (10) during each semester, may be a candidate for retention. The principal and the teacher(s) will render the decision based on the attendance data and academic performance.
- Students who are absent for three consecutive days will be called by school personnel. If attendance continues to be a problem, the student's home may be visited by the Parent Involvement Specialist or the Attendance Officer.
- The school policy on attendance is included in the Parent/Student Handbook.

Kindergarten

- If a teacher is considering retention for a kindergarten student, he/she should present the evidence to the principal and the PST.
- The recommendation for retention will be a collaborative effort among all parties on the PST.

Special Education

- An Individualized Education Program (IEP) for a disabled student will establish standards for promotion or retention.
- Special Education students who are receiving instruction in a regular classroom for a particular subject will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's IEP.
- If a student is receiving all academic instruction in the Special Education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the IEP developed by the committee will govern promotion.

Conclusion

The decision concerning retention should be made prior to the end of the current school year and parents/guardians must be notified in writing. The principal should submit a list of retained students (by

grade level) to the Superintendent or his/her designee by the last day of school.

Comprehensive Testing Program

Phenix City Schools, in conjunction with the state of Alabama, conducts the following comprehensive testing programs:

Aspire Assessment

- The Aspire Test will include reading and mathematics in Grades 3-8.

OLSAT

- The OLSAT is administered to all 2nd grade students in the spring.

ASA

- The Alabama Science Assessment will be administered to grades 5-7 in the spring.

Dynamic Indicators of Basic Early Literacy Skills

- DIBELS is administered during the fall, winter, and spring of each school year.

Special Testing

- Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.

ACCESS

- Only for English Language Learners
- Evaluates individual student progress and when they are prepared for exiting EL services

Note: Please try not schedule doctor or dentist appointments during testing. Dates will be announced early in the spring of the year.

Student Behavior & Discipline

While at Meadowlane Elementary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers manage their classrooms under guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior. Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the administration in writing. It is the administrator's main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Strategies for

dealing with inappropriate behavior may include counseling, parent contact, detention, corporal punishment, out of school suspension, or alternative placement. **(Please see the Phenix City Public School's Code of Student Conduct).**

Class II and Class III offenses, as defined in the Phenix City Schools Code of Conduct, will be referred immediately to an administrator. Class I disciplinary offenses (with the exception of dress code violations and unauthorized electronic devices) will be handled by the classroom teacher using the following progressive behavioral management plan:

Student Behavior and Special Events

Any student who displays an inability to abide by school and classroom rules will be excluded from attending special events sponsored by the school, school clubs, or PTA. This includes field trips, special guest appearances, ball games, movies, parties, dances, etc. It will be up to the sole discretion of the child's teacher and the school administration as to whether or not a student's behavior warrants exclusion from these events.

Office Referrals

Students referred to the office for misbehavior, dress code violations, bus referrals, etc. will receive disciplinary action. Any student who receives two or more office referrals within a designated period of time (usually within a nine week period) will be excluded from all extracurricular activities, reward assemblies, field trips, award banquets, etc. during that designated time period.

Fighting

The principal will determine whether or not an altercation between two or more students will be classified as fighting. Whether the fight occurs at school, on the bus, or at the bus stop, any student whom the principal determines has been fighting will be suspended out of school and will lose all privileges for special events regardless of the number of times he or she has been referred to the office within the nine week period.

Suspension Policy

When a student misses school due to suspension from school, all missed work may be made up by the student and will be offered by the teacher. The teacher will tell the student when the work is due. A zero is given for work not completed within the time allowed. All work will be graded in a manner consistent with the same work given to all other

students in class. Students suspended from school are counted absent and do not qualify for perfect attendance. Absences due to being suspended are excused absences.

Restroom, Hallway, & Walkway Conduct

Students are to move quickly and quietly through halls and walkways when moving about the campus. By walking on the right side, students will avoid collisions with others. There will be no loitering or boisterous behavior (loud talking, running) in the halls, walkways, or restrooms. Above all, students should be courteous at all times.

Hips, Lips, Hands

Students in kindergarten through second grade are required to walk “hips and lips” and students in third through fifth grade are required to walk with their hands behind their backs during the school day whenever they are out of their classrooms. This includes when walking in line for the restroom, breakfast, lunch, and dismissal.

Student Dress Code

A student's school clothes will consist of clothing that is neat, clean and appropriate for school. (Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students). Clothing must not be exaggerated to the point that it distracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

Clothing shall be appropriate and decent.

- Clothing will be worn as it was intended.
- Clothing deemed mutilated or vulgar in style or design is prohibited.
- Many clothing articles (short shorts, halters, midriffs, see-through tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.
- Caps, hats, sunglasses shall not be worn inside the building.

****The principal will make the final judgment about the appropriateness of student clothing in cases.***

MEADOWLANE ELEMENTARY WILDCAT PRIDE!!!!

Prepared
Responsible
Individuals
Displaying
Excellence

MES Behavior Expectations Setting

Classroom:(Expectations)

- Keep hands and feet to self
- Be prepared
- Make good behavior choices
- Show respect and kindness to all

Physical Education :(Expectations)

- Use all equipment properly
- Line up when the whistle blows the first time
- Be kind to each other
- Place on trash in a designated trash can

Hallways

- Keep hands and feet to yourself
- Walk on right side of hallways at all times
- Walk quietly (**Hips, Lips, Hands**)
- Students in kindergarten through second grade are required to walk “hips and lips” and students in third through fifth grade are required to walk with their hands behind their backs during the school day whenever they are out of their classrooms. This includes when walking in line for the restroom, breakfast, lunch, and dismissal.
- Stop at corners

Cafeteria

- Enter quietly and remain in line
- Stay in your seat
- Raise your hand for help
- No sharing food
- Talk softly after eating
- Clean your area, dispose of tray

RECOGNIZING PARENTAL INVOLVEMENT

- Wildcat P.R.I.D.E. tickets sent home after students are recognized at school
- Positive phone calls and/or notes
- Parent volunteer opportunities
- Volunteer Breakfast is held each May to recognize parental involvement and celebrate achievements through partnership with school

RECOGNIZING SCHOOL SPIRIT ACTIVITIES

Committees comprised of volunteers from the faculty, staff, students, and community will plan and execute activities throughout the school year to promote school spirit, unity, and Wildcat P.R.I.D.E. Activities can include, but are not limited to, the following:

- Book Fair
- Family Literacy Night
- Math Literacy Night
- Red Ribbon Week
- Parenting Day
- Special Occasions (weddings, baby showers, retirement) for faculty and staff



Parental Involvement Policy

Research shows that parent and family involvement increases student achievement and success. In order to support and promote essential parent involvement, we provide opportunities for parent involvement in the following ways:

COMMUNICATION

- We work to ensure communication between the home and school is regular, two-way and meaningful. Communication is fostered through the use of newsletters, report cards, progress reports, parent-teacher conferences, course/scheduling information, student handbooks, email, websites, documented phone calls, school call out system, etc.

PARENTING

- We help promote and support responsible parenting activities. Activities are planned for parents throughout the school year. There are parenting workshops, and special

events for parents to observe activities at the school during the school day, family feel welcome and all attempts are made to remove barriers such as cultural and language differences. The MES Parent Work Room is open every day for the parents, to access the internet as well as collect information pertaining to our school.

STUDENT LEARNING

- We strive to connect parents to their children's learning by giving them information on how they can help in the learning process. Sharing is provided on specific projects, grade level expectations, homework, and classroom website.

VOLUNTEERING

- We welcome parents in the school and seek their support and assistance. We offer a welcoming climate, parents are given opportunities to volunteer during and outside regular school hours and a volunteer appreciation event is held for parents.

SCHOOL DECISION

We ensure parents are full partners in the decisions that affect their children and families. Parents are included in decision making process regarding educational issues and parents participate in the development of the school improvement plan.

COLLABORATING WITH COMMUNITY

- We strive to utilize community resources available to strengthen our school programs, family involvement and student learning. Partnerships are developed with businesses and agencies, while student participation is fostered in community service.



P.R.I.D.E. Positive Behavior Plan Recognitions



RECOGNIZING STUDENTS:

Individual Student Recognition

- Leader Jobs in classroom and around school campus
- Wildcat “P.R.I.D.E.” Tickets awarded for outstanding efforts in meeting expectations, showing respect by practicing positive interactions with classmates, and demonstrating leadership skills. Tickets are randomly selected for Wildcat Rewards.

Student of the Week Award

- One student selected from each teacher for recognition as the “Student of the Week”
- Criteria: Good attendance; meeting PRIDE expectations; meeting academic goals or improvement
- Students of the Week are recognized by their classroom teacher and recognitions/activities may vary.

Student of the Month Award-WILDCAT LEADERS

- One student selected from each teacher for recognition as the Flight Leader
- Criteria: Good attendance; meeting PRIDE expectations; meeting academic goals or improvement Students are recognized at a celebration each month – Lunch with the Principal

Whole Class Recognition

- (Teacher/Grade Level Discretion) The teacher gives the class a letter from the word WILDCAT PRIDE.
- Once a letter has been awarded, it cannot be taken away. When WILDCAT PRIDE is spelled, the teacher can reward the class.

Reward suggestions:

- No homework night
- Music time (teacher monitored)
- Play a game (inside or outside)

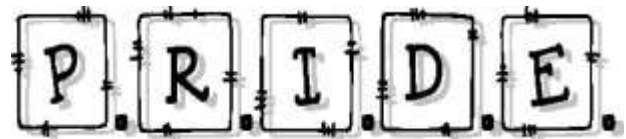
- Outside break time
- Snack/treat
- Students pick seats
- Short video
- Other teacher incentives

QUARTERLY RECOGNITION:

“WE’VE GOT P.R.I.D.E. Outside”: At the end of each nine weeks, students will be rewarded for:

- A full 9-weeks without any behavior referrals to the office
- No more than 2 unexcused absences in a 9-week period (Doctor’s note required to excuse)
- No more than 3 unexcused tardies in a 9-week period (Doctor’s note required to excuse)
- Teacher approval for consistent P.R.I.D.E. behavior in class (based on classroom behavior)

***Activities will be held on the playground (if possible). Dates for P.R.I.D.E. Outside will be determined by grade levels and held at the end of each nine week period.*



Bus Conduct

Bus Conduct Policy

While the PCBOE offers, as needed, a system of pupil transportation, it also requires parents of students to accept the responsibility of supervision until the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Since the bus is an extension of the classroom, the Board requires students to conduct themselves on the bus in a manner consistent with established discipline policies of the PCBOE.

A student who becomes a disciplinary problem on the school bus may have his/her transportation privileges suspended. The student will be given one warning prior to suspension.

Serious cases involving drugs, alcoholic beverages, weapons, sexual harassment, and destruction of property or personal endangerment will be referred to the superintendent for due process, and may result in the termination of transportation privileges. When students are suspended or terminated from such privileges, it shall be the parent's responsibility to provide transportation to and from school.

Regulations for Transported Students:

Riding on the school bus is a privilege. The privilege is extended to eligible students in the city throughout the school term. In order to maintain and continue this service, it is necessary that all students realize they must accept certain responsibilities and be governed by certain rules and regulations. They are as follows:

A. General Regulations Governing Pupil Conduct and Safety

1. Transportation shall be furnished for all students whose legal residence is too far from their assigned school or in areas considered too hazardous to walk
2. According to State board Policy, all students living 2 miles or more from their assigned school will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety
3. Students transported on buses operated by the Phenix City Schools are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others
4. Students will not be permitted to ride a school bus to a school outside their assigned school attendance zone
5. Students using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor. Pupils are to board buses for return trip only at the school where they are enrolled
6. Students, who live in a non-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request

approved by the transportation supervisor. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.

7. It shall be a clear violation of rules for any student on a school bus to have in his/her possession any item that has been designed for use as a weapon. Forbidden items shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, pepper spray, mace, chains, items which may be used as clubs made of any material and any length designed for weapons. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substances. Serious cases involving drugs, alcohol, weapons, destruction of property or jeopardizing the lives and safety of others will be referred to the superintendent for "due process." Students who violate the rules may be placed on immediate suspension from the bus. In some cases, the police authorities may be notified for possible legal action
 8. The PCBOE may refuse to transport any student who:
 - a. Impedes the safety and welfare of the driver and fellow students
 - b. Continues disruptive behavior after being counseled by the driver an administrator or any PCBOE employee
 - c. Damages a school bus
 - d. Fails to adhere to School Board Policy
- #### **B. Specific Rules and Regulations While Waiting for the Bus, On the Bus, When Leaving the Bus**
1. Loading (on the road and at school)
 - a. Be on time at the bus stop
 - b. Stay off the road at all times while waiting for the bus
 - c. Be careful when approaching bus stop
 - d. Do not move toward the bus at the school loading zone until the bus have been brought to a complete stop
 - e. Bus must be at a complete stop before attempting to load or unload
 - f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead

or preserved animals; objects that measure more than 24” in either length, width or height; and soft drink cans or bottles

2. While on the Bus
 - a. Keep head and hands inside the bus at all times
 - b. Assist in keeping the bus clean
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident
 - d. Treat bus equipment as you would valuable furniture in your home
 - e. Never tamper with the bus, emergency door, or any other equipment
 - f. Leave no books, packages, coats or other items on the bus
 - g. Keep books, packages, coats, book bags, backpacks and all items out of aisles and driver compartment
 - h. Help look after the comfort and safety of small children
 - i. Never throw anything out of the bus window
 - j. Never leave your seat while the bus is in motion
 - k. Be courteous to fellow pupils and the bus driver
 - l. **Absolute quiet** is necessary when approaching a railroad crossing
 - m. In case of a road emergency, remain in the bus and follow the driver’s directions
 - n. No smoking is permitted on the bus
 - o. Use of vulgar or profane language is prohibited
 - p. Obey the driver at all times
3. When Leaving the Bus
 - a. Do not loiter
 - b. Assist smaller riders if necessary
 - c. If you live on the right of the bus, walk quickly away from the bus and off the street
 - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver, check for approaching vehicles and cross the road when safe

Unlawful Bus Entry

The **Alabama State Legislature** has recently passed the Charles “Chuck” Poland, Jr. Act. Under this law,

a person is will be prosecuted for first degree criminal trespassing for any of the following actions:

- ❖ Unlawfully entering a public school bus
- ❖ Refusing to depart the school bus after the bus driver or other school official directs occupant to do so
- ❖ Intentionally stopping, impeding, delaying or detaining any school bus
- ❖ Intentionally destroying, defacing, burning or damaging any public school bus

Bus Vandalism

Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride bus until all damages are paid in full.

Computer Acceptable Use Policy

Students must adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and personal rights of privacy created by federal and state law. Students using Phenix City Public School computers, programs, software, networks, or accessing the Internet are to understand that these items are for educational use only. Activity that may interfere with the legitimate operation of the computer networks or visits to inappropriate websites will result in disciplinary action. All students must sign and return an Acceptable Use Policy Form before using school computers.

Care of School Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students responsible for destruction or damage to any school property will face disciplinary action and will be required to pay for any repair or replacement necessary.

Care of Personal Property

All students must take care of their personal items such as money, purses, wallets, coats, pens, pencils, notebooks, glasses, or any other items deemed as personal. **The school is not responsible for lost or stolen items.** You may check the lost and found department if you lose something. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The**

school assumes no responsibility for lost items when students lend personal items to others.

Lost and Found

Students who have lost items should inquire about the items before school and after school. Speak with the custodians, the classroom teacher, and the P.E. coaches about missing items. Any items not claimed by the end of each quarter will be given to the clothing bank or other agencies.

Electronic Devices

Students are not to bring electronic devices including, but not limited to: tape recorders, tape players, beepers, radios, CD players, cell phones, Kindles, iPads, or video games to school or on the bus. If discovered on campus, these devices will be confiscated by school personnel and returned to parents only. If a student brings any of these items as part of an assignment, they are to be left with the individual teacher until time for them to be used. Any such item brought to school and collected and/or confiscated by school personnel **will not be replaced by the school if the item is lost or stolen** while in the possession of said persons.

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Note: If a student has an electronic device visible or audible in the classroom, the teacher/staff member should take it up and turn it into the office where it will be logged and locked up until a parent/guardian picks it up. When the electronic device is turned in, a referral will be written and turned in to an administrator. After the 3rd occurrence, the electronic device will be kept by the principal until the end of the school year.

Parent Information

Visiting During the School Day

During the school day, we act as your child's parent/guardian with our primary goals being instruction and maintaining an orderly and safe learning environment for all students. We welcome and appreciate parental involvement in our school; however, it is distracting to students and teachers for parents to make lengthy visitations to their classrooms. Therefore, to facilitate our goals for instruction and orderliness, please do the following:

- sign in and obtain a visitor's pass from the school office
- enter the classroom quietly and remain quiet during the entire visit
- **do not attempt to talk to the teacher or to your child**
- limit your visit to thirty minutes or less

If you need to talk to the teacher, please notify the office that you need an appointment and we will have the teacher call you to set up the appointment. Parent visits will be limited to no more than **thirty minutes** and may be scheduled between the hours of 8:30 A.M. – 2:30 P.M.

Parent – Teacher Conferences

All parents/guardians are encouraged to arrange conferences with teachers to discuss student concerns at any time. Conferences will be arranged at the request of a scholar, parent, teacher, counselor, and/or administrator. The following suggestions are given to help parents and teachers maximize benefits from the conference.

1. Make a list of things you **want to tell** the teacher about your student so that the teacher can better understand your child
2. Make a list of **what to ask** the teacher about your student. Any complaints? Ask your student what he/she would like to discuss with the teacher—Homework? Tests? Attitudes?
3. If **only one parent** can attend the conference, ask your spouse for ideas/suggestions
4. Bring the student with you unless requested otherwise
5. **DO NOT** bring brothers and sisters if you can possibly get a sitter

Helpful Hints

- ❖ **Realize** what an important role you play in the education of your student
- ❖ Understand the need for a close **partnership** between parent and teacher to help your child get the best education
- ❖ Take an **interest** and try to **understand** the goals of both the child and the school
- ❖ Give **praise** for success and try to help overcome failures—based on the strengths and weaknesses of the individual
- ❖ **Keep in close touch** with your student's teachers. Feel free to email them and ask for a conference to be scheduled

Video System

To help ensure safety and security throughout the school day, surveillance cameras are in place at Phenix City Elementary. Students and visitors are monitored daily both inside and outside the school buildings.

Visitors Sign-In Policy

Anyone not employed by the Phenix City Board of Education to work at Phenix City Elementary School is considered a visitor. All visitors are required to report first to the office and obtain a visitor's pass before going to any other part of the school.

The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Contact Information

Parents should make a **habit of automatically informing the school of new telephone numbers or addresses**. These are important especially in the case of an emergency. Phone numbers are used to make School Cast Call-out phone calls to parents about upcoming events, report cards, etc.

Conferences

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at any time. The best time to schedule a conference is before or after school.

Folders – Daily or Weekly

School folders will be sent home regularly with graded papers and other important information. ***Please check and sign your child's folder and/or planner each day.*** Contact your child's teacher if you have any questions or concerns.

Student Planners

Students will take home planners every day.

Notices and Announcements

Certain notices and announcements are sent home with the children when necessary to inform parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.

Medication: Prescription & Non- Prescription

The Board of Education recommends medication to be administered by the parent or guardian at home. However, if under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with the following procedures:

1. Written instructions signed by the parent or guardian **and physician**
 - a. Full name of student
 - b. Name of medication including prescription number, if dispensed by a pharmacy

Emergency Plans and Procedures for Students

Tornado, fire, intruder, and shelter in place drills are conducted periodically in the school. Students are taught at the beginning of school what to do in each situation. Any parent wishing to observe or participate in a drill should express this wish to the school principal. **Parents are requested not to check students out when the school is under emergency warning.** Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings. The phone line must stay clear. The school follows a normal schedule under "watch" conditions.



Telephone Use

School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain written permission from their teacher. The teacher's written permission note must be presented to school office personnel before the student will be allowed to make a phone call. In the event that you need a message delivered to your child, office personnel will deliver **urgent** telephone messages from the parents to the students. Students are never called to the telephone. ***PLANS FOR AFTER SCHOOL NEED TO BE MADE PRIOR TO YOUR CHILD LEAVING HOME IN THE MORNING.***

School Pictures

Individual school pictures are made during the year. The school receives a percentage of all sales and the money is used to buy supplies and materials for the school. Picture proofs will not be provided; therefore, pictures will have to be ordered and paid for on the day pictures are taken. Retakes will be allowed only for students whose eyes are closed or whose appearance, as determined by the school principal, is unacceptable.

Special Activities

During the year, special activities may be scheduled whenever they are educationally beneficial to children. Some activities may require a minimal charge and children who wish to attend will be expected to pay before the performance.

Returned Checks

The Phenix City Board of Education has entered into an agreement with *Envision* for the collection of all returned checks issued to all Phenix City Board of Education locations, including Phenix City Elementary School. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address (no P. O. box)
- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

If your check is returned by your bank, it will be automatically forwarded by the Phenix City Board of Education's bank directly to *Envision* after the first presentation of the check. *Envision* will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently **\$30** in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to *Envision* or if *Envision* is unable to contact you, *Envision* may re-present your check to the bank electronically along with applicable collection fees.

Parents-Teacher Organization (PTO Membership)

All Phenix City Elementary School parents, teachers, grandparents, and community partners are invited to become active members of the Phenix City Elementary School P.T.O for a minimal yearly fee. The P.T.O. sponsors several fund-raising projects and family fun activities throughout the year. Profits from the fundraisers will be beneficial to our children and

our school. Success depends upon your participation. **WE NEED YOU!**

Parent Service Incentive Program

In order to increase parent involvement in support of MES students and their education, an incentive program will be in effect for the 2014-2015 school year. Parents and/or guardians can volunteer throughout the year and accumulate points for their services on and off campus. Once parent volunteers reach a certain level, the student and parent will receive recognition at honor roll assemblies and PTO meetings. More information about the program and services will be provided during registration and open house events.

STUDENT SERVICES

Title I

Meadowlane Elementary School receives Title I funds from the federal government each year. The funds are to be used to support instruction, primarily in the areas of reading and math. Specific details on how this federal money is used each year can be found in the school's Continuous Improvement Plan (CIP). A copy of this document can be accessed in the principal's office, the library, or on the school's website at www.pcboe.net/mes.

Guidance & Counseling

Guidance and counseling services are available to all students. The aim of the program is to help students grow toward a more meaningful and satisfying life both in and out of school. Parents must sign the Permission to Counsel Form before counselors may work with students individually or in small groups.

Physical Education

Physical Education is part of the school curriculum. All children are expected to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in **writing**, stating the nature of the disability and the number of days to be in effect. Parents cannot request that a child be kept out of PE for more than one day. ***IF A CHILD CANNOT PARTICIPATE TWO OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT*** which states the nature of the disability and the number of days to be in effect. The student will return to PE when the dates stated on the doctor's excuse have expired. **Appropriate shoes and clothes should be worn to and clothes should be worn to school for proper participation in P.E.**

Textbooks

Textbooks are furnished to all students. Teachers assign textbooks to students, and students are responsible for the care of books issued. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year.

Media Center/Library

The media center is open to students during normal school hours. Students may come individually or in groups as directed. Books on regular loan are checked out for a period of one week and may be renewed if desired. Only two books may be checked out at a time. A fine of 5 cents per day will be charged for overdue books. Students must pay for any library book that is lost or damaged. If necessary, reference books can be checked out after school, but they must be returned the next morning.

Field Trips

Field trips that are educationally sound may be scheduled for students during the year. In such an event, children will normally have to pay for transportation and other related costs and must have written permission from a parent before taking part in such a trip. Students who demonstrate an inability to abide by school and classroom rules or who are referred to the office for disciplinary reasons during the nine week period may be prohibited from attending field trips. Please consider purchasing a school t-shirt so scholars can be easily identified when traveling away from school

Flowers, Balloons & Other Deliveries

In order to maintain the integrity of The Academy's instructional program, the delivery of flowers, gifts, balloons, etc., to students at school is prohibited. This includes the practice of students bringing such items to other students.

School – Community Relations

Flag Display

The United States Flag and the Alabama State Flag will be displayed from the school building while school is in session with the exception of inclement weather. Each classroom will also display the United States Flag and everyone is expected to observe the

flag during the daily recitation of the Pledge of Allegiance.

Parents On Board Meetings

The *Parents On Board* Meetings are designed to acquaint the parents with the faculty and administration as well as to improve conditions for education in Phenix City. We urge all parents to join the *Parents On Board* at the beginning of the school year and to attend all meetings. This is the only way the administration can learn your desires regarding our education system and we can work collaboratively to improve our school.

Parent Meeting Dates

Wednesday, August 5, 2015

Title I Meeting

&

Open House Meeting 6:00 p.m.

Wednesday, January 27, 2016

**Title I Meeting/ Student Awards Presentation
6:00 p.m.**

Special Services

(For more information about any of the following special services, call the Phenix City School Board of Education's Special Education Department at (334) 298-0534)

Child Find

Child Find is a component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

English Learner Program (EL)

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interests.

No Child Left Behind

In accordance with Phenix City Board of Education policy, The Academy will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be provided pending removal of any and all barriers to the same free and appropriate public education.

Problem Solving Team (PST)

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses the discipline, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to ensure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life activity, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, communicating, and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Education Department.

Special Education-Individuals With Disabilities Education Act (IDEA)

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the students' Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special education services and is the primary contact for issues related to the students' IEP.

Title IX (Equal Opportunity)

The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Joe Blevins, Director of Student, Personnel and Operational Services.

1212 Ninth Avenue,
Phenix City, AL 36867
(334) 298-0534.

Meadowlane Elementary School

709 Meadowlane Drive
Phenix City, Al.
Telephone: (334) 298-2568
Fax: (334) 448-8690

“Committed to Excellence...Every Day... All Day“

*Principal
Aretta D. McDonald*

GIFTED REFERRALS

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the principal, counselor, or Gifted Specialist at your child’s school.

*Accredited By Southern Association of Colleges and Schools
<http://www.pcboc.net/mes/>*

News & Media Release

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form in the opening school packet.

Internet Access

All classrooms are equipped with at least one Internet ready computer. Teachers will use the Internet on a regular basis to teach concepts and expose children to "worldwide" resources. Students will use the Internet under strict supervision from their classroom teacher or the school media specialist. A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Meadowlane Elementary School Website Page

Our school's web page is available at www.pcboe.net/mes/index.htm. The web page is a great way for you to receive current information about activities at MES. We will also include photos of activities and some student artwork. The inclusion of a student's photo and/or his or her work will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Email

You may e-mail your child's teacher at any time. In most cases, the teacher's email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher's email address will not follow this format. **In the event the email address does follow this format, please ask your child's teacher for his or her correct email address.**

Questionnaires

At certain times during the year, the school must obtain information from parents with regards to the students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner.

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Visitors are not allowed to smoke on campus.

Notification Regarding Asbestos-Containing Material (Public Law 99-519)

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers, and others are invited to review this plan available in the principal or director's office. Should you have any questions or desire further information, please contact the principal.

Custodial Services

Custodial services at MES are a vital part of the total school program. All custodial workers should be treated with the utmost respect by faculty, parents, students, and visitors at all times.

Parental Involvement Specialist

Phenix City Public Schools is privileged to have a Parent Involvement Specialist available to assist parents with school related issues as well as to assist families in crisis. Ms. Annie Lindsey is the Parental Involvement Specialist for Phenix City schools. She may be contacted at 334-298-8795 or through email at alindsey@pcboe.net.

STi Now Parent Portal

You may access your child's school information through the **Information Now Parent Portal**. At the beginning of the school year, MES will provide you with your child's PIN. You will use it to access his or her account through *iNow*. You will be able to monitor your child's grades through this website.

Accident Insurance

Insurance information will be given out at registration. We encourage you to participate in the program. All forms must be turned in during the first two weeks of school.

Transportation Web Query

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on "Departments." From there you will scroll to the bottom of the page to the "Transportation" section. Find the "Transportation Web Query" link on the left side of the page and click on it. This will take you to a screen where you can type in your address and your child's grade. A screen will come up that provides you with information about your child's bus route.



Children First™