

*Meadowlane Elementary School
Student Handbook
2014/2015*



PHENIX CITY PUBLIC SCHOOLS

1212 Ninth Avenue

P.O. Box 460

Phenix City, Alabama 36868-0460

2014-2015

Superintendent of Phenix City Public Schools
Mr. Randy Wilkes

Director of Curriculum and Instruction K-7th
Dr. Darrell Seldon

Director of Curriculum and Instruction 8th -12th
&
Federal Programs
Mrs. Lisa Coleman

Director of Special Services
Dr. Bonnie Burns

Special Education Coordinators
Mrs. Lynn Herman
Mr. Montray Thompson

Director of Facilities and Operations
Nathan Walters

Director of Personnel
Joe Blevins

Board of Education

Brad Baker	President
Kelvin Redd	Vice President
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Fran Ellis	Member
Barbara Mitchell	Member
Zara Parham	Member
Paul Stamp	Member

SCHOOL DISTRICT MISSION STATEMENT

Pursuing Excellence on Behalf of Every student in Every School



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!



A Message from the Meadows

On behalf of the entire faculty and staff, I would like to welcome you to Meadowlane Elementary School, “Home of the Wildcats”, for the 2014-2015 school year. This year will be filled with great expectation and promise for the future of our school. We anticipate an incredible year as we continue to be “wild” about learning and “roar” with each success!

All Meadowlane Wildcats will benefit from everything Meadowlane has to offer when they become actively involved in their studies as well as participate in the assets of clubs and other programs available to them. Our caring and professional faculty and staff are here to support our students academically as well as personally-socially.

This handbook has been prepared to acquaint you with the general procedures and requirements of our school. Parents and students should read this information and become familiar with the expectations we hold for our students. With your partnership, we can continue old traditions and begin new ones for our learning community. With your cooperation, Meadowlane will continue to be a “bully-free zone”, and a school where each individual can expect unconditional respect. I look forward to the opportunities that will come ahead.

Again, welcome to the Meadows—it’s going to be a wonderful, worthwhile, and winning WILDCAT year!

Mrs. Felicia Washington, Principal

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

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 interest.

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's or director's office. Should you have any questions or desire further information, please contact the principal.

Special Services

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

No Child Left Behind

In accordance with Phenix City Board of Education policy, this school 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.

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.

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 discipline, drop out, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

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 student's IEP.

Gifted Education

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

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 insure 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, concentrating 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.

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.

2014-2015 FACULTY AND STAFF

Camellia Wilson	Kindergarten
Jessie Wilson	Kindergarten
Travian Dawson	Kindergarten
Miranda Lewis	1st grade
Stephanie Pleas	1st grade
Renea Prescott	1st grade
Tamara Doleman	2nd Grade
Lynn Mitcham	2nd Grade
Earnestine Floyd	2nd Grade
Krystle Walton	3rd Grade
Mae Delgado	3rd Grade
Sherlita Gilchrist	4th Grade
Kathleen Neuzil	4th Grade
Jasmine Martin	5th Grade
Marla Warner	5th Grade
Zack Berklin	P.E. Coach
Lonnette Mason	Special Education
Adam Kilcrease	Instructional Coach
Angel Wilson	Media Specialist
Zandra Davis	Counselor
Sherry Allen	P.E. Aide
Theresa White	Paraprofessional
Josephine Willis	Paraprofessional
Doretha McKissic	Cafeteria Manager
Bobbie Bynum	Cafeteria
Betty Cliatt	Cafeteria
Vivian Hoskins	Cafeteria
Greg Evans	Custodian
Roger Hensley	Custodian
Mrs. Goshay	Foster Grandparent
Mrs. V. Allen	Foster Grandparent
Demetric Pharrams	Office Aide
Jennifer Murphy	Secretary/Bookkeeper
Felicia Washington	Principal

LUNCH SCHEDULE

Teacher's Name	Lunch Time	Grade
Warner	10:40 – 11:10	5 th Grade
Martin	10:43 – 11:13	5 th Grade
Gilchrist	10:46 – 11:16	4 th Grade
Neuzil	10:49 – 11:19	4 th Grade
J. Wilson	11:00 – 11:30	Kindergarten
C. Wilson	11:03 – 11:33	Kindergarten
Dawson	11:06 – 11:36	Kindergarten
Lewis	11:20 – 11:50	1 st Grade
Pleas	11:23 – 11:53	1 st Grade
Prescott	11:26 – 11:56	1 st Grade
Floyd	11:35 – 12:05	2 nd Grade
Mitcham	11:38 – 12:08	2 nd Grade
Doleman	11:40 – 12:10	2 nd Grade
Delgado	11:43 – 12:13	3 rd Grade
Walton	11:45 – 12:15	3 rd Grade

ACADEMIC EVALUATION

Student academic evaluation is based on the child's progress towards mastering the CCRS standards. The following grade scale is used on progress reports and report cards for academic subjects as well as conduct.

90-100 = A
80 – 89 = B
70 – 79 = C
60-69 = D
59 & below = F

Progress Reports

Progress reports are issued at the midpoint of each grading period. Parents are asked to sign and return each progress report to the student's teacher. Progress reports will be issued on the following dates:

September 5, 2014
November 13, 2014
February 5, 2015
April 20, 2015

Report Cards

Report cards are issued on the follow dates there should be a conference scheduled with each parent at the end of the 1st nine weeks. Conferences should be held October 16th - October 23rd. Parents can only pick them up during conference time.

1st nine weeks - October 16, 2014
2nd nine weeks - January 12, 2015
3rd nine weeks - March 18, 2015
4th nine weeks - May 21, 2015

Grading Periods

First Quarter	August 6-October 9, 2014
Second Quarter	October 15 - December 2014
Third Quarter	January 6- March 11, 2015
Fourth Quarter	March 12 -May 21, 2015

WILDCAT ACADEMIC HONORS

The Wildcat Honor Roll and Principal's list will be posted at the end of each nine weeks. We will have a quarterly assembly for student who are on the Honor Roll and Principal's List. Students who make all A's will make the Principal's List and students who make all A's and B's will make the Honor Roll.

Students who make all A's and B's the entire school year, will be honored at the end of the school year at our annual Academic Banquet. Students who make all A's all year will also be honored at the Academic Banquet. They will also receive a special gift from our Partners in Excellence.

PARENT-TEACHER CONFERENCES

Teachers are asked to schedule conferences with each of their students' guardians the first nine weeks of school. After the third nine weeks, teachers will schedule a conference for the students that are still displaying academic difficulties.

If you have a concern with your child's academic progress, you may contact your child's teacher or the principal at any time to schedule a conference before school, after school, or during the teacher's planning time. Teacher planning time is as follows:

Planning Time	Grade
9:30 a.m. - 10:10 a.m.	2nd Grade
10:15 a.m. - 10:55 a.m.	1st Grade
11:40 a.m. – 12:20 p.m.	Kindergarten
12:30 p.m. - 1:10 p.m.	3rd Grade
1:15 p.m. - 1:55 p.m.	4th Grade
2:00 p.m. - 2:40 p.m.	5th Grade

MAKE-UP WORK

The amount of time provided for a student to complete his/her class work or homework should be equal to the number of days absent from class. In the event of a long-term illness, special arrangement should be made with the made with the teacher. Suspended students will be held accountable for all make-up work following the aforementioned procedure.

TECHNOLOGY

All students must have a Computer Acceptable Use Policy form that has been signed by both the parent and student on file before technology use will be permitted. Students should 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, and 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.

TEXTBOOKS

Students are responsible for textbooks issued to them for their use during the school year. If loss or damage of the books occurs, parents will be expected to pay the replacement cost of the textbook.

CHARACTER EDUCATION

“When we think about the kind of character we want for our children, it’s clear that we want them to be able to judge what is right, care deeply about what is right, and then do what they believe to be right – even in the face of pressure from without and temptation from within.” – Dr. Thomas Lickona. Our Guidance Counselor, Mrs. Davis meets with all grade levels at least once a week to reiterate our weekly character words and to provide them with the tools necessary to make the right decisions and to care about their peers, school, family and community.

TITLE I

Meadowlane Elementary is a Title I schools that has access to federal funds. Meadowlane is required to hold yearly meetings for the purpose of informing parents of their school’s participation in Title I requirements, parent’s right to be involved, eliminating barriers, school parent compacts, and evaluation of the parental involvement plan. These meetings will be held in August 2014 and April 2015.

DIGITAL DEVICES AND TESTING

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.

ARRIVAL AND DISMISSAL

Arrival

Arrival at school begins at 7:15 a.m. with the first bus. No student should arrive on campus prior to 7:15 a.m. because there is no adult supervision prior to this time. All students—walkers, car riders, and bus riders—must report directly to the cafeteria upon arrival on campus and remain there until they are dismissed to their teacher (between 7:40 a.m. and 8:00 a.m.).

Parent Drop off

Car riders should be dropped off in the circular drive and enter through the double doors in the front of the building. They will be greeted at this entrance by a faculty/staff member and reminded to report to the cafeteria. Under no circumstances should car riders be dropped off in the bus lane or enter the building through the side entrances. Under no circumstances should parents/guardians park in the circular drive when they plan to enter the building to conduct school business between 7:30 and 8:15 a.m. or 2:15-3:15 p.m.; this blocks the flow of traffic.

Walkers should enter through the double doors in the front of the building ONLY. Under no circumstance should they enter through the side entrances or the back of The Bistro.

Dismissal

The orderly dismissal of school begins at approximately 2:50 p.m. daily. We ask that you adhere to the following dismissal policy/procedure.

- Please do not attempt to check your student out after 2:30 p.m. You will interfere with the orderly dismissal process and cause delays.
- Please do not stop next to a parked car and drop off or pick up your student. This blocks traffic and creates a safety hazard when students cross in front of cars. **Please wait your turn to drop off or pick up your child**
- Please remain in your vehicle if your student is a car rider; they will exit through the front double doors no later than 3:00 p.m. and walked to your vehicle by a school employee

- 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 student 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. Students have become separated from their relative or left behind because they came back into the building without permission
- Please notify the office in writing when it becomes necessary to change your child's dismissal routine.
- If an emergency arises and you have to make a transportation change via telephone, please do so by 2:15 p.m.

Bus Lane

Only school buses may pick up and drop off students in the bus lane. Please do not attempt to use this as a meeting place or drop off location for your child.

The Meadowlane Park

The park adjacent to our school is not our property. Students are not permitted to gather in the park on their way to school or upon dismissal.

Student Safety

Students who walk to and from school should always have a sibling or a friend with them. This helps with "Stranger Danger" situations as well as prevents "unfriendly" behaviors from other students. Students may not walk across the bus lane adjacent to the school except under the direct supervision of a school employee. Students should walk directly to their home/point of destination without deviation.

ATTENDANCE

Every student of compulsory school attendance (under age 16) 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. It is the parent's responsibility to provide documentation for any absence to be excused. When a student is absent from school the entire day or checks out of school and misses more than half of a school day, **a written excuse will be required on the day of return. This excuse should have the date of and the reason for the absence.** Excuses should be given to the home base teacher. The Phenix City Board of Education lists the following as **excused absences**; all other reasons are deemed unexcused.

- Pupil too ill to attend school
- Inclement weather which would be dangerous to the life or health of the pupil if he/she attended school
- Legal quarantine
- Death in immediate family
- Pupil absent with permission of the principal and consent of parent

Unexcused Absence

Students who are habitually absent and do not bring a legal excuse will be given the following consequences after the 3rd unexcused absence. Please see Early Warning Program for additional requirements per Board of Education.

- 5th absence—letter home to parent
- 6th absence—suspension pending a parent conference with the principal
- 7th absence—referral to truancy officer
- 8 or more absences—possible retention in current grade

Unexcused Tardies

School begins promptly at 8:00 a.m. **Students who arrive after 8:00 a.m. are tardy and must be signed-in through the office by the parent or guardian.**

Students who accumulate more than three (5) tardies to school each semester may be subject to the following consequences.

- 6th tardy—30 minute after school detention
- 7th tardy—2 days of 30 minute after school detention
- 8th tardy—Suspension pending parent conference
- 9 or more tardies—Hearing with attendance committee

Check In & Check Out

Students may not leave the school grounds after they arrive in the morning for any reason unless picked up by an authorized person on the student profile sheet. All students must be signed out through the office. Parents, please do not pick students up early from school unless it is for a medical appointment. Identification will be requested of adults picking up students. Parents or adult representative are not permitted to go to the classroom to pick up their child. The student will be called to the office.

Students who check out prior to 11:30 a.m. will be considered absent. Students who check in after 11:30 a.m. will be marked absent.

Withdrawal from School

Parents should notify the school office by telephone and come in and fill out a withdrawal form at 2 days (if circumstances allow) prior to the student's last day of attendance so that the teacher, librarian, secretary have sufficient time to clear student for withdrawal. All school materials checked out to the student must be returned. The parent/guardian must pay for items that are lost or damaged.

EARLY WARNING - TRUANCY PROGRAM

July 2014

Dear Parents:

In the State of Alabama more than 13,000 students drop out of our public schools each year. The major causes of dropout are poor attendance, truancy, and repeating one or more grades. Students must attend school to achieve at the pace of their classmates.

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 truanancies 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.

ATTENDANCE - PARENTAL RESPONSIBILITIES

This is to advise you that Section 16-28-12, Code of Alabama 1975 has established responsibilities of parents to ensure that their children enroll and attend school and that their children conduct themselves properly as pupils. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves as students shall be guilty of a misdemeanor and could receive a fine of not more than \$100 or 90 days in jail.

It is the belief of the District Attorney of Russell County and the administration of the Phenix City Public Schools that the responsibility for proper conduct and school attendance among school age children rests with the parents or guardians. In this regard we fully support the intention of this legislative act.

The principals of the Phenix City Public Schools will report weekly to the Russell County District Attorney's office the names of all students suspended from school.

Thank you for your cooperation.

Sincerely yours,

Kenneth E. Davis, District Attorney
Russell County

Randy Wilkes, Superintendent
Phenix City Public Schools

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 (torn/shredded) or vulgar in style or design is prohibited.
- Many clothing articles (short shorts, halters, midriiffs, 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 where students wear inappropriate clothing to school, the principal has the authority and responsibility to withhold the student from class until acceptable clothing standards are met.

MEDIA CENTER POLICY/PROCEDURE

Check Out

The check-out policy for Meadowlane Elementary allows students in Grades 1-2 to check-out 1 book for two weeks. Grades 3-5 are allowed 2 books for two weeks, with the exception of a teacher prearranging an additional book due to a project. Kindergarten students select books to be checked out by their teacher and kept in the classroom for them to read.

Overdue Notices

At the end of each month, an overdue notice will be sent out to the students that owe books. Since we cannot charge overdue fines, these are important reminders to the students, and help to develop responsibility and accountability in each student. If the student continually has overdue books, their media center privileges may be reduced or suspended.

Lost and Damaged Books

Each student has a signed permission slip on file in the media center that has been signed by the parents and the students. These forms have informed the parents and students that if a book is lost or damaged, they will be required to pay for that book. If a student habitually damages books, their media center privileges may be revoked.

STUDENT HEALTH

In case of emergency, a student should inform his/her teacher and report to the office. A small amount of first aid is given in the office; however, parents will be called for serious cases.

Medication: Prescription and Non-Prescription

The Phenix City 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. Provide a prescription written by a physician or the actual prescription bottle.
2. Fill out medication form that should be filed in the office. (See school nurse or secretary for medication form). The form must include:
 - a. Full name of student
 - b. Name of medication including prescription number, if dispensed by a pharmacy
 - c. Time to be administered
 - d. Dosage
 - e. Termination date for administering the medication

Medication must be in the original container or prescription bottle from pharmacy with correct information concerning name, doctor, dosage, and times to be administered

3. The school principal or designee shall:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of medication
 - c. Keep medication in a locked cabinet
 - d. Return unused medication to parents only
4. The parents shall assume the responsibility for informing the school principal of any change in the student's health or change in medication

School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above. RE: Ala. Code 16-11-9. Phenix City.

PARENTS AND COMMUNITY

Parents are always welcome at Meadowlane. We have an open door policy because we know your presence is a vital component to your child's academic success. To visit, please contact the teacher through the office to avoid visiting at an inopportune time (i.e. during testing). If you need to speak with the teacher, we ask that you schedule an appointment before school, after school, or during their planning time, so that instruction may not be interrupted

All visitors MUST sign in at the school office at all times according to School Board policy.. Visitors will be given a Visitor's Pass. Unauthorized visitors will be asked to leave campus immediately! **Siblings or other children who are not enrolled at our school may NOT visit the campus during the regular school day.**