**PRINCIPAL MESSAGE**

Dear Meadowbrook Students and Parents,

On behalf of the staff at Meadowbrook, I am so excited to welcome you to the 2016-17 school year! We look forward to a collaborative partnership with you to ensure our students achieve their greatest potential. In order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for their success and want you to know that we will do our very best to carry out our responsibilities. Please support your child’s learning by ensuring that he/she:

* Attends school daily, arrives on time, and is ready for the day’s learning
* Reads daily to develop a love for reading and to improve literacy skills
* Completes all homework assignments
* Shares his/her school experiences with you
* Advocates for himself/herself in school
* Knows that you expect him/her to succeed in school

We are excited to continue helping our students use the 7 Habits for Highly Effective People in anticipation of becoming a *Leader In Me*  school. This program is designed to enhance the learning experience while creating student leaders through various character education lessons. This year our goal is to introduce student clubs, host 7 Habit parent nights, and continue recognizing our student leaders.

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school’s programs and its operations. We need volunteers to:

* Read with children who need extra help
* Assist with Meadowbrook events
* Lead or assist with monthly student clubs
* Outreach and recruitment of parent and community volunteers

I am attaching a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to review the Meadowbrook Student Handbook by accessing [www.mes.haywood.k12.nc.us](http://www.mes.haywood.k12.nc.us)

The awesome Meadowbrook staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Stephanie Mancini

Meadowbrook School Principal

**Meadowbrook Mission Statement**

**Great Habits Make Great Leaders**

**SCHOOL SCHEDULE**

**7:30 a.m**. ***DOORS OPEN.***  ***DO NOT* bring children before this time because there is no one here to supervise them. The school social worker will be notified when any child is dropped off and left unattended before 7:30.**

7:30-7:45 a.m. **STUDENTS GO TO THE GYM**

7:45 a.m. Students are dismissed from gym for breakfast

7:30-7:55 a.m. Snacks sold before school

8:00 a.m. TARDY BELL-all students in classroom. If your child is tardy they must stop at the office and sign-in at the front desk. If students are not in the classroom by 8:00 they are counted tardy.

 **ONLY EMERGENCY CHECKOUTS AND TRANSPORATION CHANGES WILL BE ALLOWED AFTER 2:20P.M.**

2:40 p.m. Pre-Kindergarten dismissal

2:50 p.m. Kindergarten students and siblings dismissed

2:50 p.m. Walkers and afterschool dismissed.

2:55 – 3:10 Bus riders and Car riders (Grades 1-5) are dismissed when called.

3:15 p.m. **Students not picked up will be sent to after-school**

**FEES**

Agenda books will need to be purchased for students Kindergarten through Fifth grade. The cost will be $7.00 per agenda book. Teachers may request that special items be purchased to assist your child’s learning process. Please make checks payable to Meadowbrook. Your cooperation in this area is appreciated. Any instructional materials that are damaged or lost will result in a fee.

**REPORT CARDS**

Report cards will be issued at the conclusion of each nine-week grading period for grades 1-5. In addition to this, grades 1-5 will get a progress report each 4½ weeks. Kindergarten students will not receive report cards or progress reports. You will be contacted by the kindergarten staff to discuss your child’s progress.

**STUDENT ACCOUNTABILITY GRADES K-5**

Students in grades K-2 must achieve the minimum expectation on the state benchmarks for the appropriate grade

Students must score Level III or above on the state-mandated tests in communication skills and mathematics in grades 3, 4, and 5.

 Students must make a grade of “D” (70) or above on communication skills and mathematics

Students not meeting the standards above will have several options to improve his/her academic standing prior to a final decision regarding non-promotion:

* ongoing remediation during the school year
* retest with remediation
* retest without remediation
* non-promotion

Per board policy a school level committee shall be established at each school to review any non-promotions. The principal will make the final decision.

Students must be in attendance for a minimum of 165 days to be eligible for promotion. In order to be counted present for the school day, a student must be in attendance for at least one-half of the day (11:30 a.m.) See Board Policy A-5 below….

Students who receive a “U” or “N” on their report cards in the area of behavior, or in their specials classes (Art, Music, P.E., and Library) will not be eligible for the honor roll for the nine weeks. Students that receive an N or U in the same subject two or more times will not be eligible for A or A/B honor roll for the year.

**BOARD POLICY: A-5 (ATTENDANCE, MEMBERSHIP AND COURSE CREDIT)**

Once the parents are notified, the school attendance counselor shall work with the child and family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall notify the district attorney and parent in writing of the Attendance Law violation. Evidence showing that the parent, guardian, or custodian were notified and that the child has accumulated ten (10) absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child’s parent, guardian, or custodian is responsible for the absences. Letters will be sent home after ten absences.

**EXCESSIVE ABSENCES: Grades K-8**

Students exceeding fifteen (15) absences, or who are absent more than 8 percent (180 days x 8.4%=15 days) of the days enrolled in a school year shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student’s record. Non-promotion may be required when excessive absences interfere with the student’s educational progress. After school remediation and/or summer school may be required for a student with more than the maximum number of absences per year to be promoted. All absences will be unexcused without a note from the parent. Please send a note explaining the reason for an absence the day your child returns. If you are planning to be going out of town you need to send a note ahead of time. It is important that we get absences coded excused so work can be made up.

**TARDIES AND STUDENT CHECKOUT**

Attendance in school for the full time allotted for classes is essential for student success. However, at the **10th unexcused tardy** or early leave, the student will be referred to the school social worker for a conference with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court. If students are not in the classroom by 8:00 they are considered tardy.

If it becomes necessary to check your child/children out of school during the day, please send a note or call so that the teacher can plan accordingly. For safety purposes we ask that you stop at the office to check out a student and wait there while office personnel call for your child/children to come to the lobby. In an effort to provide as much instructional time as possible, we ask that you **keep checkouts to a minimum**. Checkout time is 11:30 a.m. If your child checks out before this time, he/she will be counted absent unless they return to school.

**MAKE-UP WORK**

Students who miss assignments as a result of excused absences have two (2) days to make-up work for each day missed. Obtaining, completing, and turning in make-up work is the responsibility of the student. Teachers will strive to assist students in completing any missed work. Teachers expect all missed assignments to be completed.

**VISITORS**

*All* visitors must register and get a visitor pass upon entry. Please do not visit your child’s classroom during instructional time, unless otherwise agreed upon with your child’s teacher. You are welcome to come eat lunch with your child/children but please call and let us know ahead of time so that we may inform our cafeteria staff. All visitors should enter through the front entrance, register and wear a visitor sticker, as all other entrances will be locked. This is done for the protection of your child.

Teachers will not hold conferences during their instructional time or before school begins. If you need to have a conference with the teacher please call or send a note to the teacher.

**\*\*\*You are welcome to walk your child to his/her classroom during the first five days of school to help them (and you) with the transition back. After the first five days of school, we ask that you simply drop them off in the regular car rider line. If you choose to walk your child to his/her classroom, (during the first 5 days) we ask that you do so quickly so that they can settle into their morning classroom rituals and routines.**

**PTO**

Please consider joining this worthwhile organization. Your support is vital to the success of our PTO and its fundraising efforts and projects. PTO officers will be announced at Open House September 2016. The cost of membership is $5.00 per person.

**TRANSPORTATION SAFETY GUIDELINES**

Morning Drop-off (K-5) and Afternoon Pick-up (1-5)

Car riders in grades 1-5 may be dropped off and picked up at the front entrance. **Please park in designated parking spots, not in traffic line. We ask that you please wait patiently in line when dropping off or picking up your child/children. NO PASSING**  Please let your child/children out along the line closest to the sidewalk. If you wish to come into the building, you may park in a parking space and cross at the crosswalk. School employees will supervise the loading and unloading of students. The car rider bell rings at 2:55.

*We would also like to remind you that North Carolina State Law requires that all children under 8 years of age, or who weigh less than 80 pounds must be in a child safety seat.*

**Pre-Kindergarten Students**

 Pre-Kindergarten parents must walk students to the classroom. Pre-K is dismissed at 2:40 p.m. and students are to be picked up in the bus parking lot.

**Kindergarten Students**

Kindergarten students and their siblings may be picked up in the bus parking lot in the space closest to the sidewalk. Again, school employees will supervise the afternoon loading of students along the sidewalks. For the safety of everyone, please remain in your car. The kindergarten car rider bell rings at 2:50.

**If your child’s transportation arrangements change, please send a note**. It is important that we keep up with these arrangements as closely as possible. If you need to change your child’s transportation by phone**, please call by 2:20**. Transportation lists will be sent to the teacher at 2:30. Only emergency checkouts are allowed after 2:20. Please refer to the tardies and student checkout section of this handbook for more information. We cannot allow your child to change transportation unless we have a note or phone call from you. **Any child not picked up by 3:15 will be sent to afterschool. There will be a fee of $8.00 charged for this service.**

**DISCIPLINE AND SAFETY OF OCCUPANTS OF SCHOOL BUS**

1. Be on time.

2. STAND AT YOUR APPOINTED PICK UP SPOT ONLY.

3. Wait your turn while getting on the bus.

4. Take assigned seat quickly. STUDENTS MUST REMAIN SEATED WHILE BUS IS MOVING.

5. Do not disturb the driver, no loud noises.

6. Do not extend hands or arms out of the window.

8. Keep the bus clean and sanitary. DO NOT DAMAGE OR DEFACE BUS.

9. Do not use profane or indecent language

10. No eating on the bus.

12. Keep legs inside seat area and out of aisles.

**BUS INCIDENTS**

1st INCIDENT – WARNING

2nd INCIDENT – 3 DAY SUSPENSION

3rd INCIDENT - TWO WEEK SUSPENSION

4th INCIDENT– ONE MONTH SUSPENSION

5th INCIDENT –PRINCIPAL DISCRETION SUSPENSION

6th INCIDENT – OFF THE BUS REMAINDER OF THE YEAR

Please stress to your child the importance of good behavior and to follow safety rules for the bus. We cannot, and will not, jeopardize the safety of our students for those who cannot behave in an appropriate manner. Misbehavior on the bus could result in that student’s riding privilege being suspended.

**PERFECT ATTENDANCE Revised 6-5-08**

In order for a student to have perfect attendance, they must be counted present for the entire school day and have **zero unexcused tardies.**

**VOLUNTEERS**

Throughout the school year we need your help to provide services to meet the needs of all of our students. Volunteers can work in the garden, read to a child or help coordinate school activities and parties. By becoming a volunteer, your efforts are valued and are critical in maintaining the sense of community at Meadowbrook. Please contact the school for more information.

**USE OF TELEPHONE**

All calls to teachers during instructional time will go to voice mail. Teachers will check their voice mail during the day and will return your phone call as soon as possible. Please leave the date and time you called and left your message. Students will not be called to the phone unless there is an emergency.

**SCHOOL FOOD SERVICE**

A well-prepared hot lunch will be available each day. There will also be extra milk, juice and ice cream. Federal assistance will be available for those families who find it difficult to purchase lunch. Both free and reduced price meal assistance is available. Applications are available anytime in the school office. This greatly helps your child and our school. Every child is assigned a student lunch number to use at the register so as to keep free and reduce lunch information confidential and not embarrass any child or family. Each child has an account in the cafeteria and money can be put in this account for his/her lunch and snack instead of sending money each day or you may create an online lunch account by going to **http://www.lunchprepay.com**. If there is an early dismissal your child’s lunch schedule will be earlier. Please call the school for times. Students may charge meals but cannot charge for snacks. The cafeteria manager will send parents a written notification of charges that have accumulated. When your child’s lunch account balance falls below $10 they will receive a green notice. When it falls below $5 a yellow notice. And when your child’s lunch account drops into the negative they will receive a red notice. All charges must be paid promptly. If you have any questions please contact the cafeteria manager at 646-3814. Snacks may be purchased from 7:30-7:55 a.m. Soft drinks and fast food are not allowed.

Prices: Student Lunch-$2.45 (Reduced rate student lunch-$.40) Breakfast –$1.25 PreK-5th.

**BIRTH CERTIFICATES**

A valid certified birth certificate (provided by the register of deeds and immunization record is required of each child enrolling in North Carolina Public Schools). You have 30 calendar days from the enrollment date to turn in birth certificate, health history and immunizations record.

**MEDICATION**

Haywood County Schools discourages the taking of medications at school; however, if this is a necessity for your child, the following procedures must be followed:

1**.** Prescription medication must be given to the office by the parent or guardian in the original container with the student’s name, doctor’s name, name of medication and dosage on the label. A parent’s permission form (forms can be picked up in the office) must also accompany the medication and should include any special instructions such as needing refrigeration.

2. Over- the- counter medication must be given to the office by the parent or guardian in the original container with the student’s name attached. A parent’s permission form (forms can be picked up in the office) listing the dosage and reasons for giving (such as headache, leg cramps, etc.) must accompany the medication.

3. The medication should be brought by the parent and left at the front office where it will be locked and dispensed by the designated persons. It is the child’s responsibility to come to the office at the designated hour to receive the medication.

4. The person administering the medication will record it in the school logbook. You may contact the school office or the school’s nurse if you have any questions or concerns.

**IMMUNIZATION LAW**

The North Carolina General Statutes (G.S. 130-A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. If you have specific questions, please contact your health care provider or your local health department.

* 5 DPT (diphtheria, tetanus, pertussis) if 4th dose is on or after 4th birthday, 5th dose is not required
* 4 oral polio (if 3rd dose is on or after 4th birthday, 4th dose is not required)
* 1-4 Hib-at least 1 Hib on or after 15 months and before 5 years of age (not required after age 5)
* 2 MMR (measles, mumps, and rubella) 1 dose on or after 1st birthday and second dose on or after age 4. Children who are older than second grade may not have had the second MMR, and may still be admitted to school.
* Hepatitis B-3 doses
* Varicella-one dose on or after 12 months of age.

*The law requires that the child be excluded from school until the immunizations are obtained if written proof of immunizations is not presented within 30 days of enrollment. You may call the school nurse if you have any questions.*

**CHILD HEALTH PHYSICALS**

In addition to pediatric and family medical practices in Haywood County that offer physical exams for children, Haywood County Health Department also provides physical exams for children and adolescents from birth through 20 years of age. For more information and appointment scheduling, please call the Health Department at 452-6675.

**HEALTH CHOICE INSURANCE FOR CHILDREN**

Your child may qualify for Health Check (Medicaid) or NC Health Choice—free or low-cost health insurance for children under the age of 19 (up to 21 in some cases). For an application and more information you may call Wilma Young, Health Check/NC Health Choice Coordinator at Haywood County Health Department 452-6675 or go to www.NCHealthyStart.org.

**HEALTH EDUCATION**

In May of 1996, the State adopted a Revised Version of the Health curriculum for grades K-9, entitled FRAMEWORK for HEALTHFUL LIVING EDUCATION. It combines the past Health curriculum, the Alcohol and Drug curriculum, and also addresses House Bill 834 (the “abstinence” bill). Classes on self-esteem and puberty will be offered to students in grades 4-5. A letter notifying parents of the content and time of the classes will be sent home before this instruction. Please let the teacher know if you do not wish for your child to participate. As per state law, this new curriculum is available for your review at each school and also at the Board of Education. Please call the Health Education Coordinator at the Central Office. (456-2400)

**PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are important to each child’s success. To schedule a conference, call the office or send a note to your child’s teacher. Each teacher has access to a confidential voice mail, which allows you to simply call the school and leave a message for the teacher. He/she will return your call as soon as possible. It is important that our teachers and assistants tend to before school and after school duties and daily lesson preparations. Please be considerate of the teacher’s time and schedule an appointment. Conferences should not be expected during school hours without an appointment.

**CODE OF CONDUCT**

Good behavior greatly enhances a student’s opportunity to learn. We feel strongly that each student should have a learning environment with minimal disruptions and teachers need to spend as much time as possible instructing, not disciplining disruptive students.

**EXPECTATIONS**

* NO Fighting or horseplay on school grounds (including buses) will be permitted.
* Profanity or vulgar language is not permitted
* Threats – any and all threats will be considered serious. Threats are no joke and will be dealt with in a serious manner.
* Students may not leave school grounds without permission.
* School staff, including bus drivers, should be respected and obeyed at all times.
* Destruction or defacing school property will not be tolerated.
* Behavior, which is disruptive in nature, including odor, dress, language, etc., will not be permitted.
* Behavior, which endangers life and property of others, will be dealt with promptly.
* No knives (including pocket knives and toy knives) or weapons of any kind (including toy weapons) are permitted on school grounds at anytime. Any and all weapon violations will involve law enforcement.
* Pants will be worn at least up to students’ hipbones as not to expose any undergarments. All shirts and tops must cover the midriff area. No disruptive clothing allowed.
* No heelies, cell phones, or electronics are allowed on school property. Cell phones and electronics are not allowed to be turned on during school hours and are to remain in the student’s backpack. Meadowbrook is not responsible for lost or stolen property.

**Every teacher will have an individual discipline plan.**

*Students may receive the following consequences at the discretion of the teacher and/or principal.*

* Teacher’s individual discipline plan
* Isolation in the classroom
* Principal’s office
* Call home
* Parent Conference
* Lunch detention (student lunch served in a separate setting)
* In School Suspension
* Suspension from school (last resort).

**MEADOWBROOK AFTERSCHOOL/CAMP**

Director Candra Waldron 648-8509

Meadowbrook offers an Afterschool Care Program from 2:55 p.m. to 6:00 p.m. each day that school is in session. Snack time will provided daily at 4:00 pm. If school is dismissed early due to 12:00 dismissal, the Afterschool Care Program will start when school is dismissed and run until 6:00 p.m. After School will be closed on early dismissal days due to snow or bad weather. Weekdays when school is not in session, Camp Meadowbrook is open from 7:00 a.m. to 6:00 p.m. You will be charged a late fee if you pick up your child/children late (NO EXCEPTIONS). During Camp Meadowbrook, your child needs to bring a lunch and a drink each day (no soft drinks or lunches that need to be refrigerated or heated). Breakfast will be provided each day until 8:00 a.m. If you wish to have your child eat breakfast at camp, he/she must be here on time. ALL children must be here by 8:30 each day or they will not be able to attend. ALL children MUST be walked into the building and signed in and picked up by an adult (NO EXCEPTIONS). Field trips are planned during camp and all children will go on all field trips.

**Rates:** Fees are to be paid in full each week on Monday (NO EXCEPTIONS) or your child may not be able to return until it is paid.

**Afterschool:** $40.00/ week for first child

$25.00/week for additional child

$8.00/day (up to 2 days per week)

**Camp:**  $120.00/week for first child

$90.00/week for additional child

$25.00/day per child (up to 2 days per week)

Camp Meadowbrook will be open during December, April, and summer break, and on teacher workdays, except for the following dates:

* Memorial Day
* July 4th
* Labor Day
* Thanksgiving Holidays
* Christmas Holidays
* New Year’s Day

**ANTI-DISCRIMINATION STATEMENT**

In operation of the Haywood County Schools, no child or employee shall be discriminated against because of race, religion, color, sex, or national origin. This is in compliance with the Title IX of the Education Amendments of Prohibiting Sex Discrimination in Education. Any student and/or employee compliance regarding Title IX should be directed to Dr. Anne Garrett at the Board of Education Office, North Main Street, Waynesville, NC. (456-2400)

**NOTIFICATION OF RELEASE OF ROSTERS**

Student directory information defined in PL93-568 may be available to those with legitimate interest in the student. Directory information relating to students includes the following: name, address, telephone listing, date and place of birth, major field of study, participation if officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational institution attended by student.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students or students if they are at least 18 years of age have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18 year-old students under FERPA. Copies of this policy may be found in the Principal’s Office and in the assigned liaison teacher’s office of your child.