

Meadow Ridge Handbook for Parents & Students

Meadow Ridge Elementary

15601 N. Freya St.

Mead, WA 99021

465-6600 Office

465-6620 Fax

465-6670 Absence Hotline

www.mead354.org/meadowridge

Mead School District

2323 E Farwell Rd.

Mead, WA 99021

465-6000 Office

465-6020 Fax

www.mead.k12.wa.us

Welcome

Welcome to Meadow Ridge Elementary! As we begin the school year, the staff invites you to take time to look over the contents of this Parent/Student Handbook so you can learn about Meadow Ridge Elementary. This student planner is designed to be a student assignment book and a ready reference of information, which is helpful in understanding the daily operation of Meadow Ridge Elementary.

Information about Meadow Ridge activities, programs and upcoming events will be communicated through the following:

- Yearly Calendar (see end of handbook)
- School website at the following address:
meadowridge.mead354.org
- Facebook
<https://www.facebook.com/pages/Meadow-Ridge-Elementary-School/158192784215089>
- PTO monthly newsletters
- Periodic school newsletters
- School Messenger for time sensitive issues

We hope these means of communication will strengthen the connection between home and school. All staff members can be contacted by using the following email address pattern:

First name.lastname@mead354.org

Meadow Ridge staff values active parental input and participation in their child's education. Please feel free to stop by and visit the school anytime. If you have any questions, concerns, or things to share, the principal's office door is almost always open! We also encourage you to visit classrooms as long as it does not distract or compromise the learning process. Please contact the teacher first to arrange an appropriate time to visit, in order to maintain an optimal learning environment. We want parents to be aware and knowledgeable about what we are doing in providing a quality education for children. Together, we can work to build a program that will provide a challenging, stimulating, and rewarding experience for **all** students.

To help with this and to assure a team effort, we encourage and invite you to volunteer at the school, as well. Your interest and involvement are important and helpful, both to your child and to the continued success of our school.

Mead School District Why Statement

In everything MEAD does, we have a PASSION to position our STUDENTS for SUCCESS now and in the future. We do this through a commitment to providing each student with an outstanding education, building and maintaining safe schools and partnering with our community.

Meadow Ridge Mission Statement

Meadow Ridge Elementary is a community that instills in all students a lifelong love of learning. We aspire to empower all children with the belief that they can attain their highest potential. This encompasses the nurturing of the whole child by dedicated, caring educators in partnership with the community.

Arrival at School & Daily Schedule

Arrival time is 9:00-9:10 a.m. Breakfast served from 9:00-9:10. All students line up by grade level at their designated door to enter at 9:10, unless eating breakfast.

Attendance

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance. Children may be excused for medical and dental appointments during school hours. Parents should request, in writing or by phone, that their child be released at a specific time. Parents are to sign their child in and out at the school office when picking up or returning children to school.

In an effort to decrease the number of interruptions to the student's learning time, we ask that parents respect the beginning and end of school time by limiting late arrivals and early dismissals.

Students with no absences, along with good punctuality habits will receive an attendance award at the end of the school year. For a child to be considered present, he/she needs to be in attendance for the majority of the day or morning and/or afternoon (for kindergarten).

Please call the school attendance hot line at **465-6670**, before 9:00 a.m., on the day your child will be absent

from school. This is most helpful to us and assures the school of the child's safety. Should we not hear from you, you will receive an automated phone call regarding your child's absence. If you anticipate an extended absence, please notify the office, as well as the teacher.

Bus Policy

All students getting off the bus at a stop other than their usual one must have a written note from home to be turned in to the office at the start of the day. They will receive a bus pass at the office. Due to over crowding, no bus passes will be handed out to ride a different bus.

Checkout

Children may be excused for appointments during school hours. The parent **must** come into the school office and sign the child out. The office will then call the classroom and have the student sent to the office to be released. Parents will need to wait for their child in the office area. If the child returns to school later that day, they are signed back in at the office before proceeding to their classroom.

Childcare

Before and after school care for school-age children is available at Meadow Ridge through the YMCA on a daily or short-term emergency basis. For details call the YMCA at 838-3577 ext. 127. There is a sliding fee scale, depending on income level.

Clothing and Appearance

Please label clothing on the inside of each piece. During cold weather, students should wear boots, gloves, heavy coats and hats so that outdoor recesses can be fun and comfortable. The type of clothing a student wears must not present safety issues or cause class disruptions. In order to create a pleasant environment where learning is a priority, the following are some simple guidelines:

- Flip-flop shoes are not recommended, as they pose a safety hazard when running and engaged in physical activity.
- Shorts, skirts and dresses should not be too short.
- Shirts on both boys and girls need to completely cover the belly.
- Tank top straps are to be at least one and a half inches wide, cover the chest adequately, and cover the bra straps.
- No sagging jeans or pants (undergarments must be covered).
- Hats or other head apparel may not be worn while inside the building, unless preapproved by the principal.
- No inappropriate messages on clothing (references to drugs, alcohol, tobacco, offensive

words, suggestive messages, etc.).

If clothing is deemed inappropriate, students may be asked to put on additional clothing provided by the school or call home to have parents bring them a change of clothes. Please review our expectations with your child. This clothing policy is modeled after other elementary and middle schools in the Mead Schools.

Clubs and Activities

School clubs and activities vary throughout the year. One permission slip can be filled out for activities all year. These can be found in the rack outside the office.

Conferences

There are two regularly scheduled parent/teacher conferences during the school year. Conferences are on the following dates:

FALL

Wednesday, Oct. 18th 1:00-3:30 (student ½ day)

Thursday, Oct. 19th, 12:00-7:30 (no school)

Friday, Oct. 20th, 8:00-3:30 (no school)

SPRING

Wednesday Feb. 14th, 1:00-3:30 (student ½ day)

Thursday, Feb 15th, 12:00-7:30 (no school)

Friday, Feb 16th, 8:00-3:30 (no school)

Discipline Procedures & Policies

Maintaining a healthy and safe learning environment is a responsibility shared by the entire Meadow Ridge community. Each classroom works to create expectations necessary for the successful operation of their class. These guidelines will be sent home early in the school year.

We also have building-wide expectations that focus on respect, responsibility and safety of students, staff and property. Each classroom teacher will teach and review the building-wide expectations with his or her students. Students should behave in a manner that will be a credit to themselves and our school. When all students do their part, they assure that Meadow Ridge continues to be a safe and positive place. Here are expected behaviors at Meadow Ridge:

- Respect authority
- Comply with requests given to you by staff
- Use appropriate language and behavior
- Respect property and space of others
- No physical abuse/harassment/fighting
- No gum is allowed
- Hats will be worn outside of the building only
- Playing tackle, slide tackling or other rough play games are not permitted
- Follow the rules for the cafeteria, hallways and restrooms
- Use the playground equipment safely and appropriately

Meadow Ridge's discipline process has been developed to ensure the fair and equitable treatment of all students. We believe that fair is not always the same and each situation is unique. Problem solving is a vital element of all interventions as we guide our students in identifying the problem, who was involved, what they can do differently next time and how they will make things right. Our process is progressive in nature, with a strong belief in natural consequences. For example, if a student continually breaks the school's soccer rule of no slide tackling we may implement the following interventions:

First offense: Warning and redirection

Second offense: Complete a problem solving worksheet during recess

Third offense: Complete a problem solving worksheet and loss of soccer privileges

Continued concern: Conference with teacher, parent and principal

The consequences increase in severity as the behavior continues, and are related to the actions of the student. In cases of serious safety concerns, parents will be contacted as soon as possible. Subsequent instances of a serious safety concern may lead to suspension and ongoing intervention support. Exclusion from class is based on specific documented concerns. Emergency removal from class may occur when a student becomes a threat to the safety and well being of others. This progressive discipline policy has proven to be an effective method of demonstrating to the student that safety is our number one priority.

Drop-Off and Pick-Up

We need to work together to ensure the safety of all Meadow Ridge students. In order to do so, we ask all adults to act as positive role models reflecting our safety expectations by keeping in mind the following:

- Be courteous to the crosswalk guards & others.
- Do not double-park to drop off students or allow students to walk between parked cars.
- If the pickup line is full, you will need to pull your car into a parking space.
- Please sound your horn for emergency situations only.
- Students are to enter and exit on the **curbside** of the car.
- Pull car **forward** as cars in front of you leave.
- Do not block the entrance or exit driveways.
- Yield right-of-way to pedestrians.
- Do not exceed 5 mph in the parking lot.
- Pull into the pickup area, single file, along the curb.
- Follow the directions of the crosswalk guards.
- Instruct students to use the crosswalk at all times.
- Obey all signs posted in the school crosswalks, including the designated pre-school pick up areas by the gym. This area is to allow our youngest students to get out of their cars safely.

Special attention to these procedures will greatly increase safety, reduce traffic congestion, and help keep the flow of traffic moving.

Drug-Free Environment

No tobacco usage is permitted on school property, in compliance with state law. The use of illicit drugs and unlawful possession and use of alcohol and tobacco is harmful and is strictly prohibited. All students in the district are held to the same standards and expectations and compliance is mandatory. Drug, alcohol and tobacco advertisements on T-shirts, jackets and other clothing are not permitted to be worn at school or school-sponsored activities. Information about any drug/alcohol counseling, rehabilitation and re-entry programs is available from the school social worker. If you have information about weapons, drugs, alcohol, or other criminal behavior in or around our school or community, please call the Mead Safe School Hot Line at 465-6099. It is a confidential, 24-hour, year-round information line.

Emergency Forms and Contact Information

At the start of the year, we send home the **Health Information and Emergency Medical Treatment** form. This form contains current health information, as well as emergency contacts and phone numbers. This form is **essential** if your child is ill or injured at school. Please keep the office informed of current home and mailing addresses and notify the office of changes immediately.

Fire and Crisis Drills

Fire and crisis drills will be held regularly. When the fire alarm sounds, students must exit the room and leave the building by the route designated by the teacher. These drills are held to save lives in case of real emergencies and should be taken seriously. Students need to follow the lead of their supervisors during all drills.

First Aid

School personnel are responsible for the health and safety of students and staff. Emergencies can occur and are the results of accidents or illness that range from minor to life threatening. Primary responsibility for emergency care rests with school nursing personnel. The nurse, as well as other trained staff, provides hands on care. The registered nurse is responsible for delegating medical tasks and training staff.

Harassment, Intimidation, and Bullying

The Mead School District is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equality for students, patrons, parents/guardians, applicants, volunteers, contractors, and employees. Harassment, intimidation, or bullying will not be tolerated in the school district's

education or working environment. Harassment, intimidation and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Acts that violate district policies and school rules and regulations shall be cause for disciplinary action, suspension, or expulsion.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- physically harms a student/employee or damages the student’s/employee’s property; or
- has the effect of substantially interfering with a student’s education/employee’s work environment;
- or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational/work environment; or has the effect of substantially disrupting the orderly operation of the school/work place.

Nothing in this section requires the affected student/employee to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socio economic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

- Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported harassment, intimidation, or bullying is prohibited and will be treated as a serious violation of policy, regardless of whether any harassment, intimidation, or bullying is substantiated. Persons engaged in reprisal, retaliation, or false accusations are subject to serious disciplinary and/or legal action.
- Meadow Ridge has a concern box available for students to leave a comment. These concerns will be investigated and students will meet with the teacher, social worker or Principal.

For additional information see Mead School Board Policy 3207.

Home Made Foods

(ie. Cookies, cupcakes, brownies, etc.)

Due to the severe nature of some students’ allergies, the Mead School District is no longer allowing home baked goods to be brought to school for sharing. Store bought

items that clearly state the contents and conditions they were prepared in, will be allowed.

Library

Students are allowed to check out books weekly in the library. If a book is lost or damaged and is no longer usable, parents will be asked to pay to replace the book, the student’s report card may be withheld until the fine is paid

Life-Threatening Health Conditions

Washington State law (SHB2834) requires an emergency care plan be on file at school for all students having a life-threatening condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place. Please contact the office with questions about plans.

Lost and Found

Small or valuable items may be claimed at the office. Clothing, lunch bags and other items are displayed in the cafeteria during the day. Check the lost and found frequently for lost items. All items remaining at the beginning of Winter Break and at the end of the year will be donated to a charitable organization.

Lunch and Breakfast Program

Breakfast and hot lunch are served daily. Monthly Menus are posted on the Mead and Meadow Ridge websites. If your child has any special medical food problems, please send the school specific written instructions detailing the requirements.

Student breakfasts and lunches are paid via a debit account system. Money may be sent to the school in any amount. Money is deducted when breakfast or lunch is purchased. Students may use the debit account to purchase milk or pay cash.

Free breakfast and lunch is available to students that qualify according to state and federal guidelines.

Applications for free and reduced price meals are available in the school office.

Parents are invited to join their child for lunch at any time. Please contact the office by 9:30 a.m. or send a note to your child’s teacher on the day you plan to come so that a lunch can be ordered.

The district has an electronic method to put money on a student account. Parents must have a user name and password to go to Powerschool Quick Links, online payments to deposit money on an individual student accounts. The address is:

<http://wa-mead.intouchrecepting.com>

Student meal costs are:	Adult meal costs are:
Breakfast \$1.55	Breakfast \$2.55
Lunch \$2.60	Lunch \$4.10

Medication at School

According to state law and district policy, a child receiving medication during school hours must have a **Medication Request Form** filled out. This form is available at the school office. The attending physician and the parent must sign this form. The medication must be in the original container and be properly labeled. All medication will be kept locked in the health room. This applies to both prescription & non-prescription medicines (i.e. cough drops, aspirin & over-the-counter medications such as sunscreen and bug spray).

Parent Teacher Organization

Meadow Ridge has a very active Parent Teacher Organization (PTO). This year the president is Tiffany Bond. They have a Facebook page and a website that list their activities. Please participate in this exceptional opportunity at Meadow Ridge.

Positive Behavior Intervention and Supports (PBIS)

PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

Character Counts

Each month we focus on one character trait. The six Character traits are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship

PAWS Tickets

PAWS tickets will be given to student demonstrating appropriate behavior throughout the school day. Students will be placed into a drawing for our PAWS Luncheons, which occur once a month. More information will be sent home explaining these tickets.

Personal Items

Students are discouraged from bringing personal items to school. Personal items include, but are not limited to, electronic devices, cell phones, toys, trading cards, etc. Students bringing things for "Show and Tell" are asked to keep them in a bag or something similar and bring them out only at the appropriate time. All electronic devices must be turned off and kept in the student's backpack while on school premises. **Cell phones may be used before/after school hours but must be turned OFF and put away at all times during the school day.** The school is unable to take responsibility for damaged, lost or stolen personal items.

Recess Schedules

Students have approximately 15 minutes to eat lunch and 20 minutes to play outdoors. A 15-minute afternoon recess is also scheduled for grades K - 6 on a daily basis. Students are expected to wear appropriate clothing for outdoor recess daily. When the weather is inclement for outdoor recess, students will remain indoors for recess under Para-educator supervision.

Social Worker

Meadow Ridge's social worker, Mrs. Wiechert, is available to parents who have particular concerns about their child's social, emotional and/or behavioral needs. A wide range of concerns about the child and family can be shared with guaranteed confidentiality. Our social worker also works with the staff and students to help meet every student's social and emotional needs. She also provides information regarding how to recognize, discourage and report bullying to each student.

Statement of Nondiscrimination

The Mead School District #354 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Please refer to District Policy 3210 for more information.

Telephone Usage

We ask students to limit their use of the school phone for emergency purposes only. Plans for after school activities should be made at home before the students arrive. At times parents may want to notify their child of a change in schedule or plans after school. Please do so by calling 465-6600 and leaving a message in the office.

Visitors

For the protection and safety of students and staff, all parents, visitors, and volunteers are required by state law to sign in at the school office. Visitors must wear a badge. Upon leaving the building, we ask that visitors check out and return the badge. Office staff will deliver student items (lunch boxes, money, books, etc.) for parents, to maintain the integrity of the instructional day.

Volunteers

Our school welcomes volunteers. They enhance our programs and are a valuable resource. As required by state law, we must screen all volunteers through The Washington State Patrol. Volunteer forms can be found and need to be returned to the office, prior to volunteering in the school. Volunteers must sign in & out

