

# Meadowbrook Elementary School

## Parent and Student Handbook

### 2017-2018

*Dr. Bettina Kyler*  
*Principal*

*Mrs. Stacey King*  
*Administrative Intern*

*Ms. Dora Edwards*  
*Guidance Counselor*





**Mission Statement**

The mission of Meadowbrook Elementary School is to engage, educate, and empower.

**Vision Statement**

The vision of Meadowbrook Elementary School is to be a community that encourages all students to strive for excellence, academically, socially, and emotionally in a safe and supportive atmosphere.

**The Faculty and Staff Believe that:**

- All students can learn, achieve, and succeed.
- Working together to maintain a safe and productive environment is necessary.
- Student knowledge and learning can be enhanced by ensuring technology is accessible for both students and the educational staff.
- Students will be successful in a learning environment that is engaging, safe, orderly, and conducive to learning.



*Meadowbrook Elementary  
School Pledge*

**I will act in such a way that**

**I will be proud of myself and  
others will be proud of me, too.**

**I came to school to learn, and I  
will learn.**

**I will not fail.**

**I am too bright to waste my time  
in school.**

**I will have a good day.**

# MEADOWBROOK ELEMENTARY SCHOOL

## **2017-2018 SCHOOL YEAR AT A GLANCE**

This Parent-Student Handbook has been prepared to provide essential information to the students that attend Meadowbrook Elementary School and to their parents. Please take time to review the contents with **Your Child**.

### **WELCOME**

Meadowbrook Elementary School welcomes all of our parents and students. We will provide an opportunity for all students to obtain a solid foundation for future learning. We encourage all parents to become actively involved through PTA, as parent volunteers, and through daily activities with their children. In addition, we invite parents to consider becoming members of the school's Parent Council.

*We Are Here To Serve You!*

Please feel free to contact us on any problem or concern. Listed below are the phone numbers to the school and county offices.

*Meadowbrook Elementary*  
706-796-4915

*Richmond County Board of Education*  
706-826-1000

*Curriculum Dept.*  
706-826-1102

*Psychological Services*  
706-826-1131

*Special Education*  
706-826-1132

*School Food Services*  
706-826-1122

*Transportation*  
706-796-4777

*Visiting Teacher Services*  
706-826-1139

### **Meadowbrook Elementary School Hours:**

Cafeteria opens	7:45 a.m.
Breakfast line closes	8:10 a.m.
Announcements	8:30 a.m.
Classes begin	8:15 a.m. promptly

### **AGENDA**

An agenda is issued to each student in grades K-5 at Meadowbrook Elementary School. The cost is paid by the school. If lost or damaged, the replacement cost is \$6.00. The purpose of the agenda is threefold:

1. It serves as a place to record class work and homework assignments in academic and exploratory classes each day.
2. It provides an effective and regular method of communication between home and school.
3. It allows for monitoring of students' participation and progress by parents, teachers, and students.

Students are required to have their parents review the agenda as a way to keep parents informed about their progress. Parents are to sign the agenda each day.

## TARDINESS

Students are expected to arrive to school on time each day. Students reporting to school after 8:15 a.m. will be marked tardy. The tardy policy will be fully enforced. Parents are to bring students to the front office and sign them in when arriving to school late. Please refer to the **Uniform Code of Student and Discipline Handbook**.

## ATTENDANCE

Regular attendance in school is essential for a quality education. We encourage students to be present each day. Daily attendance will help students feel more closely associated with their classmates and will dramatically improve their educational progress. The time missed from class results in loss of valuable educational experiences. Students should make 100% attendance their goal for this year. We want students in school every day. A student must be present at least half of the day to receive credit for the day.

### Absences

State law requires that students between the ages of five (5) and sixteen (16) attend school except for the specific reasons listed. In case of an absence from school, students must bring a written excuse from a parent or guardian stating the reason for the absence. This excuse must be given to the teacher on the day the student returns to school. After 5 parent excuses during the year, doctor's excuses are required.

State law recognizes the following reasons as legal absences:

1. Personal illness
2. Family death and funeral
3. Medical or dental appointments that cannot be scheduled outside school hours.
4. Attendance of non-school activities or functions authorized by the superintendent or her designee.
5. Special and recognized religious holidays observed by the student's faith.
6. Mandate or order of government agency.
7. Extreme circumstances that cannot be

resolved outside school hours; parent or guardian must request and receive approval from the principal or his designated representative.

The Richmond County School System requires that a telephone call be made to absent students. **The teacher or other school personnel will make a telephone call to the home of each student who is absent.** If a student is out more than a day or two, or there are problems which need to be investigated, the visiting social worker will also contact the home.

Any absence not covered in #'s 1-7 shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Class work missed due to an unexcused absence cannot be made up.

### MAKE-UP WORK

Students/parents are responsible for making arrangements, within one week after returning to school, to complete make-up work. For extended illnesses, additional time will be allowed to make up all work missed during excused absences.

### AWARDS

#### **Honor Certificates End-of-Year Programs**

A - **average** of academic grades; excluding Conduct

AB - **average** of academic grades; excluding Conduct

B - **average** of academic grades; excluding Conduct.

All A's (not an average) - A's in every subject for each 9 weeks, excluding conduct.

Distinguished Scholar - A in each subject including conduct; no B's or lower all year.

Note: "S" in all categories requiring "S" or "U"

#### **Attendance Awards**

1. Perfect Attendance (Pre-K - 5<sup>th</sup>) for school year
2. For 5<sup>th</sup> graders only: Perfect attendance throughout the school history (K-5)

3. For 5<sup>th</sup> graders only: Recognition for having attended Meadowbrook K-5<sup>th</sup>.

### **Kindergarten**

Kindergarten - Masters Certificates for students to be promoted.

Kindergarten - Participants Certificates for students to be retained.

Awards may be earned in various areas of the school curriculum. Meadowbrook wants each student to achieve at his/her highest level and to receive recognition for efforts. Honor programs celebrating students accomplishments throughout the year will be held near the end of the school year. **PARENTS ARE ENCOURAGED TO ATTEND THESE ASSEMBLIES AND TO CONGRATULATE STUDENTS!** The time it takes will make a world of difference in the life of your child!

### **ASSEMBLIES**

Students, accompanied by their teachers, will move quietly to and from assemblies and remain together as a class. When applicable, polite applause is to be encouraged. **Booing, stomping of the feet, whistling, popping gum, etc. will not be tolerated.**

### **BUS REGULATIONS**

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** A student is to ride the bus to which he/she has been assigned. Students must board and get off at their regular bus stop every day. Any emergency request to ride a different bus must be requested in writing by the parent/guardian and submitted to the office so that verification of the request may be made during the day before dismissal that afternoon. Requests will not be honored if students wait until dismissal time to bring requests to the office for approval by the principal or assistant principal. Students will be allowed off the bus only at assigned bus stops, home, and locations requested in writing by parent/guardian. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver.

### **CARE OF SCHOOL PROPERTY**

**We are all proud of our facility!!** Students are expected to be good citizens and help keep the campus and building free of litter. Students are expected to wipe their feet on the mats before entering the building and to keep their hands and feet off the walls. In addition to disciplinary action, students and parents will be held financially responsible for damage to any school property.

Students are not allowed to damage or steal school property or the personal property of others. Students found guilty of these actions will be subject to the disciplinary procedures as outlined in the **Uniform Code of Student Conduct and Discipline.**

### **CHANGE OF ADDRESS**

If a student should move during the year, the parent/guardian should report the change of address and phone number to the office. **IT IS ESSENTIAL THAT THE SCHOOL HAVE A CURRENT DAYTIME PHONE NUMBER SO THAT PARENTS CAN BE NOTIFIED IN CASE OF AN EMERGENCY.**

### **CHEWING GUM/CANDY/SNACKS**

Students are not allowed to chew gum at any location on the school campus. Students are not allowed to bring candy, snacks, and beverages. However, students who do not eat the school lunch may bring a packed lunch from home. The packed lunch must be eaten in the cafeteria during the scheduled lunch time.

### **PARTIES**

The RCBOE allows only two parties per year: the last day before Christmas break and the last day of school. Parties begin at 2:00 p.m.

## RCBOE WELLNESS POLICY

Parents may send or bring only “healthy snacks” for distribution to a class for birthdays, etc. No cakes, cupcakes or “unhealthy” treats are to be sent.

### CLINIC/MEDICATION/NURSE

The school clinic is staffed by a part-time nurse. The purpose of the clinic is to care for students who become ill or receive injuries at school. Legal concerns have required some changes in the operation of the clinic and the dispensing of medications, so please read the following guidelines carefully.

**A standard consent form must be completed for any medication including nonprescription medicines that will be dispensed at school. The school can not give medicine from directions over the telephone.**

Written permission from parents will be accepted only on the first day of medicating. Students will be required to return a completed consent form before any more medicine will be dispensed at school.

A standard consent form including instructions for dispensing the medication will be required.

Medicines must be in the original container when brought to the clinic. No medicines can be kept in plastic bags or containers. Bring only the exact amount to be dispensed at school. **Students are not allowed to have any type of medication, prescription or nonprescription, in their possession while at school. Board policy forbids dispensing of any medicine, aspirin, etc. without written permission from a parent/guardian or doctor.**

In compliance with county policy, *inhalers* must be kept in the clinic. Medications that have to be taken three (3) times a day should **NOT** be brought to school **UNLESS** specific times are prescribed. Those medications can be taken before school, after school, and at bedtime.

A student with a temperature over 100 will not be allowed to stay at school. A parent will be asked to make arrangements to pick up their child as soon as possible.

Parents will be notified when students are too ill to remain at school. **PLEASE BE SURE THAT THE OFFICE HAS AN EMERGENCY PHONE NUMBER LISTED FOR YOU.**

### COMMUNICATION DEVICES/ ELECTRONIC DEVICES

See Richmond County’s Uniform Code for Student Conduct and Discipline Handbook.

### DISCIPLINE

Goals for Meadowbrook Elementary School’s Discipline Plan are:

1. Increase instructional time in the classroom.
2. Develop positive student attitudes by giving them choices about behavior.
3. Place responsibility for student behavior on the student, parent, and teacher.
4. Strengthen school and parent communication.

Teachers must have order. Cooperation and good behavior from students are absolutely necessary for an effective school program. Parents and teachers must present a unified position of high expectations. Having an atmosphere that is conducive to a desirable learning situation is necessary if we are to relate to our students. Our policy will be firm, consistent, and persistent, but positive and fair. Working together we will convey to students our mutual respect and support. Please refer to Richmond County’s Code for Student Conduct and Discipline handbook.

It is imperative that good discipline exists in school before good teaching and learning can take place. **All children must accept and respect daily constituted authority for their well-ordered lives and protection. Students are considered to be “at school” from the time they leave home in the morning until they arrive home in the afternoon. Fighting on the way to / from school will be disciplined in the same manner as if the fight occurred at school. Fighting will not be tolerated and will result in automatic out of school suspension.**

## FIRE ALARMS

Any student pulling a fire alarm or activating a fire extinguisher without cause will receive an automatic ten (10) days suspension.

### Authority of the Principal

The principal is the designated leader of the school and, in consortium with the staff, is responsible for the orderly operation of the school. In case of discipline violations, not covered by the prescribed disposition in this handbook, the principal may enact corrective measures which he/she feels are in the best interest of the school and student involved.

## DRESS CODE

Shorts and skirts must come to within 2½ inches of the students' knees (the "dollar bill test"). Belt buckles cannot be excessively large. Shirts **must be tucked in**. Pants are to be worn at the waist and are not to be excessively baggy.

Students are expected to dress in an appropriate manner while attending school and school-related functions. They should maintain an appearance which is not extreme or disruptive to teachers or students, and which does not threaten the safety of anyone. No obscene or inappropriate slogans or writing will be allowed on any piece of clothing. Calls to parents to bring a change of clothes or, for excessive violations, a discipline referral will result. No ear rings for males.

The principal or any other duly authorized school official shall determine whether any particular mode of dress or grooming is extreme, disruptive, or threatens the safety of anyone.

## FIELD TRIPS

All participants **MUST** complete the proper release form as prepared by the board attorney. Unless otherwise stipulated, all policies and procedures in this manual also apply to students who are participating in a Meadowbrook Elementary School sponsored field trip. No phone calls, verbal approval or handwritten notes not on official forms will be accepted.

## FLOWERS AND BALLOONS

We discourage flowers/balloons/gift deliveries. Again, our emphasis is instruction, and these deliveries do interrupt.

## GRADES

Richmond County Schools operate on a nine-weeks reporting system. Additionally, a mid-nine weeks progress report will be sent home. The grading system below is used on report cards, cumulative folders, or any other student records.

A	90-100
B	80-89
C	75-79
D	70-74
F	Below 70

## GIFTED PROGRAM

A gifted program is provided for all students who meet state mandated criteria. Parents and students may work through classroom teachers to refer a child to the gifted program.

Placement in a gifted program is based upon multiple criteria which include mental ability, academic achievement, creativity and motivation. For more information, please call the Guidance Counselor.

## SCHOOL CLUBS

Meadowbrook students participate in many school clubs. Generally, club times are from 2:15-3:00 p.m. one Friday per month. Occasionally, meetings are held after school. Teachers, the parent facilitator, and sometimes paraprofessionals serve as club sponsors. If you wish to know any sponsors name, please contact the school. Also, if you do not wish for your child to participate in club activities, please submit a written statement to your child's teacher.

## GUIDANCE AND COUNSELING

The guidance counselor is available to students throughout the school day to help develop their educational, social, career, and personal strengths.



Guidance is a preventive measure that teaches students coping and decision-making skills. Guidance counselors can also intervene in areas where the students are experiencing difficulties.

### **Classroom Guidance**

Counselors work in the classrooms to promote and foster positive learning experiences with classroom discussions on study and test taking skills, self-concept development, interpersonal relationships, and career information.

### **VOICE LEVELS**

At Meadowbrook we require a reasonable level of quiet in order to maintain an environment conducive to learning. Our voice levels are as follows: 0 – hallways, 1 – lunchroom and class (whispering/low voices), 2 – conversation level and 3 – playground level.

### **HOMEWORK POLICY**

In grades K-8, homework will be assigned consistently Monday-Thursday and at the teacher's discretion for the weekend.

Regular homework is defined as an assignment which can be completed in one evening.

Students should be accountable for homework in three ways.

1. It should be done on time.
2. It should be neatly and completely done in the manner assigned by the teacher.
3. It should be made up if the student is absent.

**The student must accept responsibility for asking for missed assignments and for completing them promptly.**

Teachers will assign homework that is directly related to the unit under study or a part of a course objective (i.e., daily news notes for social studies or a composition to gain writing skills in a language arts class). Grammar and spelling will be checked. Reading assignments will be checked by class discussion or by periodically giving pop quizzes.

Teachers will give clear, concise and concrete instructions for any assignment. Written instructions will be put on the board at the elementary level. Teachers in the lower elementary grades may prepare a homework sheet.

How should homework be graded?

At the elementary level and middle school levels, the following guidelines will be used in grading homework:

- a. Routine homework will be assigned a letter grade or numerical grade. Teachers will develop a system for weighing routine homework such as assigning at the beginning of the nine weeks 100 points to each student for each subject. For each assignment not completed, 5 points are deducted. The grade at the end of the nine weeks may count as one test grade for each subject.
- b. Students may be allowed to check or recheck his/her own homework as it is being discussed and make necessary corrections so that it may be used as a study reference when appropriate.
- c. Book reports, special assignments, and other detailed or more involved projects will be graded by the teacher. The teacher will allow a few students to report to the class so that students can learn from each other. The grade will reflect the extent of the assignment.

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place of study.
3. Study conditions should include good lighting, ventilation, and quietness.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.

6. Spend enough, but not too much time on each subject.
7. Place completed homework in your book bag, and return it the next day or when it is due.
8. Be responsible. Copy all assignments into your agenda. Listen to your teacher so that you can communicate to your parent the topics, pages and skills covered in class. Know what topics, pages, chapters, etc. will be covered on tests.

### **ILLNESSES/INJURIES**

If a student becomes too ill to remain in class, he/she will be sent to the clinic. Students should not stay in the restroom when they are ill or injured. Parents will be notified when students are too ill to remain at school or have received an injury requiring medical attention. Minor injuries will be treated in the clinic. Parents will be notified at the discretion of the nurse or office staff.

### **IN-SCHOOL SUSPENSION (ISS)**

Students in grades 3, 4 and 5 can be assigned to ISS by an administrator if they become disruptive or disrespectful at school. Other discipline issues may also result in ISS.

### **LOST AND FOUND**

Students are urged to check with the front office for lost items. Our students are very good about turning in lost items. It is a good idea to clearly mark items with your child's name so they can be returned without delay. All unclaimed items are taken to the Salvation Army at the end of each semester or prior to each holiday.

### **LUNCH**

Starting the 2013-2014 school year, lunch to all students in the Richmond County School is free of charge. Until further notice, free lunch will be served to all students in the Richmond County School System.

Breakfast will be served from 7:45 – 8:10 a.m. All breakfasts are free.

### **HOMEBOUND SERVICES**

Students who must be out under a doctor's care for 10 or more days may qualify for the Richmond County Board of Education Homebound Program. Contact the Guidance Counselor if necessary.

### **MEDIA CENTER**

Meadowbrook is fortunate to have one of the finest elementary school media centers in this area. The media center is open every day of the school year (8:00 a.m. - 4:00 p.m.). Students may use the media center for studying, research, AR and book check-out anytime during the day. The media specialist or media assistant will be on duty to assist students at all times.

The media specialist and classroom teachers work together to teach media skills, provide independent learning activities, and enrich the instructional programs through the use of computers and related technologies. In addition, students participate in the book fairs held in the media center.

### **MOMENT OF REFLECTION**

In compliance with Georgia law all teachers at public schools conduct a moment of reflection that lasts 60 seconds at the beginning of each school day. According to the policy, this moment of quiet reflection is not intended to be a religious observance or exercise. It is an opportunity for reflecting on the anticipated activities of the day. The moment of reflection began at the start of the 1994-95 school term.

### **PARENT CONFERENCES**

Conferences may be requested by parents, teachers, counselors, and/or administrators. All conferences should be scheduled by the appropriate school personnel. Conferences may be scheduled during the teachers' planning periods. There will be **no** conferences on Thursday afternoons due to Professional

Development and staff meetings. **Teachers will not be available for unscheduled conferences.**

### **PARENT-TEACHER CONFERENCES ON EARLY RELEASE DAYS**

Scheduled fall and spring conferences are a must for parents to understand their child's school performance. Please make every effort to attend. These conferences have been a tremendous asset over the past few years.

If for any reason you wish to confer at other times with a teacher, please feel free to send a note or call the school (796-4915) and arrange an appointment. Teachers are not free to confer with parents while students are under their supervision. We try diligently to honor every request for a conference at a time suitable for both parent and teacher.

Please avoid "dropping by" the classroom before or after school without an appointment. Teachers need this time to spend with students, for planning of instruction and related meetings. Our teachers want to meet with you when there are concerns, but the best way to have a productive meeting is to schedule a time when the teacher's attention is not divided. When you need to talk with a teacher, please call the office and leave a message. The teacher will return your call as soon as possible. However, this may be at the end of the day or even the following day, depending upon other commitments he/she may have.

### **Tips for Parent/Teacher Conferences**

- Be positive as you discuss your child with the teacher
- Feel free to express any concerns you may have.
- Feel free to ask any questions you may have.

### **PARENT-TEACHER ASSOCIATION**

The PTA supplements all facets of the school program and contributes financially to the betterment of the school programs. It is most important that **ALL** parents/guardians become

members of the PTA.

### **PTA OBJECTIVES**

1. To promote the welfare of children and youth in the home, school, community, and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Membership Dues \$5.00 per person**

### **PROGRESS REPORTS**

Progress reports are sent home each nine weeks. The mid-nine weeks progress report is designed to give parents/guardians general feedback on the progress of students at the midway point during the grading period. Graded samples of students' work will be sent home each week. The work should be signed and returned. Check with the teacher if you need to keep the work for study purposes.

### **PROMOTION POLICY**

At registration, parents will receive a copy of the current promotion policy. Please review carefully your child's promotion requirements. You should monitor your child's progress throughout the year.

### **REPORT CARDS**

Report cards are issued at the end of each nine weeks. This report is an evaluation of the progress the child is making in our school. The Progress Report is only one form of communicating student progress to the parent. If a parent would like a more comprehensive profile

of the child's growth and/or needs, please contact the school for an appointment for a conference. Notes or comments may be placed in the report card envelope by the parent and returned to school by the child. The parent will keep the report card and return the signed report card jacket to the child's teacher the next school day.

### **RULES AND REGULATIONS**

While students are expected to follow all rules and regulations in the Richmond County Student Code of Conduct and Discipline Handbook, we have highlighted only a few in this handbook.

### **SCHOOL CLOSING DUE TO WEATHER CONDITIONS**

Inclement weather conditions may cause the school to be closed. School closings are determined by the Richmond County central office staff and not by the local school. Announcements of closings will be broadcast via local news media. The basic premise to observe is that school is open or will remain open unless a closing is announced by the news media.

### **SEXUAL HARRASSMENT**

Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature or inappropriate touching on any part of another person's body in any way. Sexual harassment, whether physical, verbal, or nonverbal, is unacceptable and illegal. Students who feel they may have been subjected to sexual harassment should report the matter to a parent or any school official immediately.

### **RTI Meetings**

The purpose of the RTI meetings is to provide a vehicle through which students, parents, teachers, and educators work cooperatively toward developing appropriate interventions for students experiencing problems in school. Students can be referred by teachers, parents, or administrators. Please contact the Guidance Counselor or the child's teacher for more information if your child is experiencing difficulty in school.

### **SUPPLIES**

Classroom supplies will include textbooks, paper, pencil, pen, and any other items necessary to carry on the instructional program within a particular classroom. **Supplies must be brought to class every day. Teachers will send home a list of needed items at the beginning of the school year.**

### **TEXTBOOKS**

All textbooks are the property of the Richmond County School System and are issued to students free of charge. Books should be covered to help reduce wear and tear. Students are responsible for all books assigned to them and will be expected to pay for lost or damaged books including those reported as "stolen." Teachers will periodically check books to monitor lost or damaged books. Faculty and staff will not be held responsible for books left anywhere. Georgia Law (O.C.G.A. 20-2-1013) requires:

1. All textbooks, library books or media materials purchased by local units of administration with State Quality Basic Education Program funds or any other means of acquisition shall remain the property of the local unit purchasing or acquiring them.
2. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its textbooks, library books, or media materials.
3. Such policies may include any of the following sanctions against a pupil who refuses to pay for lost or damaged textbooks, library books, or media materials at replacement costs:
  - a. Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
  - b. Withholding grades, cards, diplomas, or certificates of progress until restitution is made.
4. No local unit of administration shall require any pupil or parent to purchase any textbook, library book, or media

material, except in cases where the pupil damages, loses, or defaces such item through willful intent or neglect.

### **TRANSFER/WITHDRAWALS**

Teachers need at least a **24-hour notice** when students are being withdrawn from school in order to get the withdrawal forms ready to take to the new school. These forms contain clearance information from the media, lunchroom, teacher and administration. It also contains the student's attendance and grade averages for the current school term. This process takes time to compile and teachers cannot be asked to stop teaching to get the information ready. If students owe for textbooks (damaged or not returned) or media materials, withdrawal forms will not be released until the missing items are returned or paid for.

**Students cannot register in their new schools without a withdrawal form.**

### **VISITORS**

All visitors must check in at the office. Upon arrival, sign in, and receive a visitor's pass prior to moving about the building. For the safety of our students, this policy must be enforced. Visitors who do not check in at the office will be considered trespassing and subject to arrest. Please do not stop to visit with a teacher, class, or child without receiving authorization at the office. This includes all school areas, both in and out of the building, and refers to all parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and cause fewer disruptions of school routine.

If parents come to school at the close of the school day to pick up a child, they should not wait outside the child's classroom. According to county policy, students checked out before dismissal will be counted tardy. **Parents of all walkers and car riders are asked to meet their children outside, in front of the building. Parents of car riders are not to park in the bus and van riders' area.** Thank you very much for your cooperation and understanding.

Students will not be released for early –dismissal between 2:45 – 3:15 p.m. as this causes disruption and interferes with teachers preparing the entire

class for dismissal.

The preceding information is not exhaustive and at the discretion of the principal may be altered as necessary to insure the efficient, effective and safe operation of the school.

### **VOLUNTEERS**

Parent involvement is an important aspect at Meadowbrook Elementary School. The Volunteer Tutorial program sponsored by PTA has been successful, and we invite parents/guardians to take the training. It is most desirable that volunteers be members of PTA.

The faculty and staff would appreciate your volunteering your services for the coming school year. If you can spare the time, we can help you put it to good use helping teachers and children. The training will help you with your own child(ren). Please contact the main office or a PTA officer to volunteer.

### **ARRIVAL & DISMISSAL**

Adhere to school speed limit around the school for the safety of our students.

### **TITLE IV NOTICE OF NON-DISCRIMINATION FOR STUDENTS**

The Richmond County Board of Education does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students. The following person has been designated to investigate any complaint communicated to the Board of Education alleging non-compliance of non-discrimination policies regarding student activities.

Assistant Superintendent for Administrative Services  
County Board of Education of Richmond County  
864 Broad Street  
Augusta, Georgia 30901  
Telephone: (706) 826-1010

## **Parental Involvement Policy**

*Meadowbrook Elementary School  
Dr. Bettina Kyler  
3630 Goldfinch Drive Augusta, GA 30906  
(706) 796-4915  
Meadowbrook.rcboe.org*

### **Title I Information**

Title I is a federal funded program that provides supplemental educational services so that all children in Title I schools have a fair, equal, and significant opportunity to obtain a high-quality education by highly qualified teachers. The school participates by ensuring requirements, by law, of The Title I program are carried out and that parents of Title I students have a clear understanding of the program. The school also adheres to guideline of the Title I program by ensuring that parents are actively involved in the joint development of the Title I Parent Involvement Policy and the School – Parent Compact. Parents are involved in decisions related to the plans according to section 1118(b) of the Elementary Secondary Education Act (ESEA).

### **Description of School Parental Involvement Plan**

The Parental Involvement Plan is a needs assessment of the entire school that addresses school-wide reform aimed at meeting the academic needs of all students. The plan includes strategies to increase parental involvement, how parents are included in making decisions about components included in the plan, and how allocated Title I funds will be used.

Meadowbrook Elementary School Parental Involvement Policy includes strategies to increase parental involvement, ensure parents are included in making decisions about components included in the plan, and how allocated Title I funds will be used. The Parent Involvement Policy was jointly developed with participation of parents, teachers, the school administrator, and other stakeholders at the end of the school year during an annual Title I meeting. Parents were informed of the meeting through newsletters and flyers sent home with students, and through advertisement on the school's marquee. The Parent Involvement Policy and the Parent Compact will be printed in the parent handbook. Parents will receive a copy of the handbook when they register their children

at the beginning of the school year. Parents enrolling students after registration will receive copies of the policy at the annual Title I meeting at the beginning of the school year and during conferences with their children's teachers throughout the school year. To meet the changing needs of parents and the school, the policy will be updated annually with joint participation of all stakeholders and will be written in a language that parents can understand. The school's parent Title I Team, Parent Council, Leadership Team, and PTA will meet at various times during the school year to ensure components of the plan are fully implemented, and make suggestions for continuous improvement of the policy. If the Title I Parent Involvement Policy is not satisfactory to the parents of participating children, Meadowbrook Elementary School will submit any parent comments with the plan to the local school district. Meadowbrook Elementary School will also share and publicize the plan on the school's website.

### **School Goals**

1. Provide a quality education for every student enrolled in the school and ensure students are given various learning opportunities to meet local and state academic achievement standards.
2. Ensure that an ongoing line of communication is established with parents, teachers, administrator(s), students, and community supporters.
3. Ensure that the Title I program is fully implemented.

### **School-Parent Compacts**

As part of this Title I Parent Involvement Policy, Meadowbrook Elementary School, parents, teachers, and administrator(s) will work together in developing a School-Parent Compact, which is an agreement that parents, teachers, administrator(s), and students will create that explains how parents and teachers will work together to make sure all students reach grade-level standards. The School-Parent Compact will be revised and distributed annually, at the beginning of the school year, and used during parent teacher conferences to assess

responsibilities and student progress based on the individual needs of students.

### **Parent Involvement Program and Activities**

1. In accordance to Section 118(c)(1)(2) and (e)(1)(2)(3) Meadowbrook Elementary School will convene an annual Title I meeting at the beginning of the school year (August) to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of parents to be involved,
2. Offer a flexible number of meetings throughout the school year, and
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school parental involvement policy
4. Provide parents of participating children:
  - A. timely information about Title I programs;
  - B. a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet;
  - C. opportunities to attend regular meetings during the school year to formulate suggestions/ideas and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to any suggestions as soon as practicably possible.
  - D. an individual student report about the performance of their child on the State assessment in at least math, language arts and reading; and
  - E. timely notice when their child has been assigned or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

### **Definition of Parental Involvement**

The term "parental involvement" means the

participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities, ensuring –

- That parents play an important role in assisting their children's learning;
- That parents are encouraged to be actively involved in their children's education at school; and
- That parents are full partners in their children's education and are included, as appropriate, in decision-making and on the parent involvement committee to assist in the education of their children.

### **Support**

Meadowbrook Elementary School will offer a number of meetings during the school day and after school to accommodate all parents. May provide Title I funds (as appropriate) to provide child care and transportation to parents who may be in need of assistance in these areas in order to participate in the meetings.

### **School Measures to Provide Required Assistance**

As a Title I School, Meadowbrook Elementary School recognizes that parental involvement is a major component to the success of students. The school is dedicated to providing a quality education to all students. To accomplish this goal, the school will:

1. Ensure parents, teachers, and students comply to the regulations of the signed School-Parent Compact. The compact include guidelines as to how parents, teachers, and students share in the responsibility for promoting high student academic achievement. By signing the compact, each participant is encouraged to abide by and to discuss the content of compact with students;
2. Maintain a parent resource center stocked with materials (funded by Title I) to help parents work with their children at home;
3. Involve parents in parental workshops (funded by Title I) that will provide

training that will assist parents in understanding the academic content, assessments, how to monitor their children's progress, and how to work with their children's teacher(s) and other educators in being of greater assistance to their children;

4. Provide professional development for teachers, principal(s), paraprofessionals, and if appropriate, other pupil services personnel (funded by Title I) to address the academic needs of students and to provide additional intervention based on student assessment data;
5. Ensure sufficient resources (funded by Title I) are provided to teachers and other support personnel to carry out the professional learning and teaching activities that address the academic needs of all students;
6. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, and public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in participating more in the education of their children (Section 1118(c)(4),(e)(1),(3),(4) and (5)).

#### **Discretionary Components**

To ensure effective involvement of parents and to support partnership among the school, parents, and the community to provide student academic achievement, Meadowbrook Elementary School:

1. Shall provide assistance to parent of children served by Meadowbrook Elementary School, as appropriate, in understanding such topics as the state's academic content standards, student academic achievement standards, state and local assessments; also monitor a child's progress and work with educators to improve the achievement of their children;

2. Shall provide materials and training to help parent work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Shall educate teachers, principal(s), pupil services personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand
5. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child costs, to enable parents to participate in school-related meetings and training sessions;
6. Shall arrange school meetings at a variety of times to accommodate parents in order to maximize parental involvement and participation;
7. Will establish a division wide parent involvement team to provide advice on all matters related to parental involvement in programs supported under this section; and
8. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.



