

# Meadowfield Elementary National Paideia Model School Student Handbook 2018-2019

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## **Meadowfield Elementary School** **A National PAIDEIA Model School**

Dear Parents:

Welcome to the 2018-2019 school year at Meadowfield Elementary School! Greetings to all the returning students and families; and a very special welcome to those who are joining Meadowfield Elementary for the first time. This book has rules and guidelines for your child. A larger Parent Handbook with more details is available at our website: [Meadowfield.richlandone.org](http://Meadowfield.richlandone.org).

**Our number one priority is the success of your child.** You should expect your child to excel academically, intellectually, socially, physically, and emotionally in a secure, inviting and challenging environment.

We value our partnership with families and believe that **communication between home and school is vital** for your child's progress and achievement. Please know that we welcome your questions and comments. You can expect to receive ongoing information about your child's progress and school events through this Student Agenda Book, Student Take-Home Folders, Class Newsletters, The "Round Up" Monthly Newsletter, our School Website, Phone Messenger Service, Twitter, Remind App, and E-mail. Please check for teacher communications in the Student Agenda Book (for grades 3-5) which goes home every day and teachers will in turn check student agenda books for notes from home. Each Monday, review your child's work and additional information in the Student Take Home Folder. The "Round Up" Newsletter is sent home at the beginning of each month and you may expect regular emails and phone messages pertaining to school information. **Please inform the school office of any changes in your phone numbers or address.** We must always have a working phone number where you can be reached in the event of an emergency.

Your child has the opportunity to attend South Carolina's first and only National Paideia Model School! Paideia is an instructional approach that encourages creativity and problem-solving through active, hands-on learning experiences. Our teachers are dedicated to providing exciting and challenging lessons designed to meet the individual needs of each student. Your child will practice and learn the skills of the Paideia Seminar, Paideia Coached Project, and Paideia assessment. During "seminar" your child will listen, think, discuss ideas, and communicate respectfully with classmates to increase understanding. **You are welcome to participate in these seminars.** We invite you to be involved as your child practices skills, creates presentations, and shares learning through units of study called "Coached Projects". Your child will take responsibility and ownership of his/her learning through authentic portfolio assessment. Your child is a partner in assessing his/her academic and social growth and on conference days, he or she conducts student-led conferences with you. **Make plans now to attend these important conferences with your child which are celebrated as "Success Nights" on November 1, January 22, and April 4.**

If you need me, call me: 803-783-5549 or email me: [elyse.davis@richlandone.org](mailto:elyse.davis@richlandone.org). I look forward to learning together this year as we focus on Every Child, Every Day!

Sincerely,

*Ms. Lisa Davis*  
Principal

## Building Better Mustangs

Our student management program is based on character building themes. Students are reminded of the themes daily in morning meetings and mini character lessons are shared each day. The word **discipline** means *to teach* and one goal of our school is to teach you to choose appropriate behavior and avoid misbehavior. Morning meetings and the Paideia approach are used to encourage you to feel capable of academic success, to build positive relationships, to connect to each other as a learning community, and to practice and promote service and citizenship. You will be instructed in strategies and preventions will be practiced daily.

### MEADOWFIELD STUDENT EXPECTATIONS

Be SAFE

Be RESPECTFUL

Be RESPONSIBLE

Be RESOURCEFUL

#### Keys to Success In the Morning:

##### U UNIFORM DRESS

- Be Responsible - lay out your uniform clothes the night before school.

##### U BACK PACK

- Be Organized - routinely placing the back pack at the door. Make sure your Agenda Book is in the back pack every day. Leave the candy, gum, sports equipment, toys, games, cell phones, all electronics, and any other non-school related item at home. And remember, **no** rolling book bags.

##### U ARRIVAL TO SCHOOL – DO NOT allow your ride to drop you off on the street or in the front of the school!

##### U PUNCTUALITY

- Be on Time – it is your responsibility to be in the classroom **before** the 7:30 bell. Being on time is VERY IMPORTANT for school success. Your classroom routine begins at 7:15 a.m.
- From 7:00 – 7:15 students must be dropped off only in the “Car Line Area” off Olde Knight Parkway. **After all buses have cleared the front drive**, both the “Car Line Area” and the front drive are used. At afternoon DISMISSAL, the front drive IS RESERVED for BUSES & DAY CARE ONLY.
- Be READY to get out of the car! Say “good bye and I love you” to your driver!
- **Unload onto the sidewalk.** The only safe way to unload is by the sidewalk!

##### U GETTING to CLASS

- Students are expected to go to class independent of their parents, siblings, or friends. Kindergarteners and students new to Meadowfield may be assisted to class only during the first week of school. For safety purposes, **parents and/or visitors may not walk students to class.**

##### U EAT BREAKFAST

- Your brain needs the fuel to be successful. Students eat in the classroom from 7:15 – 7:30.



#### Keys to Success In the Afternoon:

U Know how you are getting home by lunch time each day.

U Pack your back pack to include your homework and a book for reading!

U Remember, your parents may **not** enter the building or the dismissal areas to get you. Our dismissal system is designed to create a safe environment. Teachers are required to know where you are at all times and to get everyone safely to designated areas for dismissal. Parents are expected to follow the procedures to maintain order and equity for everyone.

U **Exiting Campus** - Students may exit campus in the following ways:

- **BUS** – Transportation forms must be submitted and approved by the District Transportation Office.

- **Day Care** – The office and teacher must be notified of the Day Care provider.
- **Personal Vehicle** – Students must be picked up in the CAR LINE on Olde Knight Parkway. *It is not permitted for students to be picked up in a vehicle on or near the campus to avoid the car line.* Parents disregarding this procedure will be redirected to the CAR LINE.
- **Walking/Bike Riding** – **Students must walk** or ride a bike to their after school destination. In the event of inclement weather designated walking students will become car riders and are to be picked up in the car line. At 2:35, after the buses have departed, parents may choose to meet their children on the side porch to walk with them. Walking students are always escorted out of the building by a staff member. Pre K, K, & 1<sup>st</sup> grade students will not be permitted to walk or leave campus without a parent, or authorized adult accompanying them.

### Keys to Success During the School Day:

#### U Classrooms:

- Know the expectations and Strive to EXCEED them!
- Do your best at all times
- Use Paideia seminar rules and language ALL the time.
- Keep your area clean and organized.

#### U Cafeteria:

- Know the expectations and Strive to EXCEED them!
- Stay in line.
- Remember your ID number for the computer.
- Use your quiet voice.
- Clean up after yourself.
- Outside food should not be in glass containers and food should be **nutritious and healthy**. Lunches from home **may not be heated in the microwave or refrigerated**. Students are encouraged to drink milk with their lunch and to bring only healthy food. Soft drinks are not allowed at school.



#### U Media Center:

- Know the expectations and Strive to EXCEED them!
- Use your quiet voice.
- Ask for help when needed.

#### U Hallways:

- Stay in line.
- Quiet through the halls.
- No running.
- Hands by your sides. Do not touch artwork and bulletin boards.

#### U Recess Expectations:

- Play Safely
- Play Respectfully
- Use Equipment Correctly & Share Equipment
- Take Turns
- Stay on the Playground



Rough play is not allowed at school. Examples of rough play include but are not limited to tackling, pushing, tripping, slapping, & jumping on others. **Do not throw things** like rocks, sand or sticks at each other or at things. Use all recess equipment properly and safely. Do not jump off, hang upside down, or climb backwards. Do not dunk, hang off of, or pull on the basketball nets and rims. Do not climb on the basketball poles. Keep balls and equipment away from the building. Practice swing safety. Stay away from moving swings and do not push others on the swings. Do not bring food, candy, gum, sports equipment, games, toys, or electronic devices to school.

## Student Responsibilities

- U A true display of effort is necessary to demonstrate learning.
- U No student has the right to interfere with or disrupt the education of his or her fellow students.
- U No student is to behave disrespectfully to teachers, administrators, or others who are involved with the educational process. By observing this responsibility, students share with adults the job of creating a climate within the school that is conducive to wholesome learning and living.
- U Students have the responsibility to express their ideas and opinions in a respectful manner. **Language that argues, offends, or slanders others will not be tolerated.** This type language creates an environment that limits learning opportunities.
- U **Students are not allowed to have toys, games, electronic devices, gum, candy, sodas or any other non-school related item at school.** School personnel will confiscate any electronic device, toy, game, sports equipment or non-school related item that is discovered on school grounds, school property, the school bus, or at any time or place on a field study. School personnel will document that an effort was made to contact a parent or guardian concerning confiscated items. It is the decision of the school administration to determine if the confiscated items will or will not be returned to a parent or guardian. **Confiscated items will not be returned to the student.**
- U Students are responsible for having a pass when moving independently around the building or grounds.
- U **Students are required to dress for success by following the mandatory school uniform dress code.**
- U Students are responsible for cooperatively reading, studying, writing, and completing assignments independently and in groups while under the direction of any supervising teacher, substitute teacher or staff member.

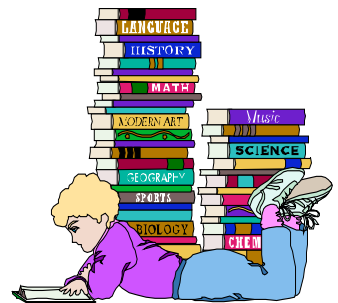
## Student Grade and Performance

The report card reflects how well students comprehend and apply the concepts and skills of the standards in their school work. Your child receives a report card at the student-led conference each nine weeks and an interim report midway through each nine weeks.

**Students in grades 3, 4, & 5 are graded using a district defined point scale.** The impact each individual assignment's grade has on the student's overall grade is determined by the classroom teacher. (All teachers designate assignment weightings and calculate grades accordingly.) To determine letter grades in a subject the following point scale is used:           A=90-100; B=80-89; C=70-79; D=60-69; F=0-59

## Homework

Homework is important because the brain must practice the concepts and skills presented in the classroom to master true learning. The brain must have at least seven practice sessions for a skill to become a working piece of knowledge. **All students are expected to read as a part of their daily homework assignment.** Teachers also assign homework for skill and concept mastery. You are expected to complete and turn in homework on time. It is important that you have a scheduled time every day to do your homework. The place where they work should be quiet with minimal interruptions. If your homework is too hard, ask an adult for assistance. Talk to your teacher about what you are struggling with in your homework.



## Communication with Parents/Guardians

Each Monday, you bring home the Mustang Folder. All types of information such as schoolwork, class news, fliers, school news, school information and/or district information are in this folder. **We need you to share this information with your parent or guardian and bring the folder back to school with you each Tuesday.**



## School Safety and Safety Drills

Meadowfield's safety plan is in place at all times. There are procedures for fires, tornadoes, and earthquakes, as well as procedures for any emergency situation. Student supervision throughout the day is important and all students are to have a pass with them when they move independently through the building. Meadowfield's plan has been designed using the "Effective Schools Checklist" and staff members are required to be sure students are under a watchful eye at all times. **We will have several drills each month to ensure you know what to do in case of an emergency. Please remember to FOLLOW the instructions of the ADULTS.**

## Student Textbooks

The condition of each textbook issued to you is noted at the time of issue. It is your responsibility to care for your books in order to return them in the same condition as you received them. You will be required to pay for damages or markings on textbooks according to a fee chart issued by the State Department of Education. Lost books must be paid for by the student to whom they were issued. **Lost or damaged textbook fees must be reconciled in order for students to participate in co-curricular activities such as Field Day, field studies, and award ceremonies.**

## Field Studies



To extend and apply the concepts learned in the classroom, teachers plan field studies based on learning standards. Field studies provide you with the opportunity to connect learning to real world proceedings and activities. Field studies extend the curriculum and have corresponding assignments and/or projects and assessments. It is expected that you participate in field studies; however, if a student regularly exhibits inappropriate behavior that may compromise safety or the field study experiences of other students, the teacher will confer with the principal and parents will be notified that you may not attend the field study. Students who are denied the field study will remain at school and continue the unit of study in an alternate classroom. Students are required to wear school uniforms for ALL field studies, including overnight field studies.

## Technology

Our students are fortunate to have access to technology including Smart Boards, lap tops, multimedia computers, Laser Jet printers, the Internet, computer labs, and multimedia research projects. Students in third through fifth grade have access to their own laptop device. It is important that proper care be taken when using all equipment. All students are to observe the following requirements:

- Never eat or drink around the computer.
- Jump Drives should be stored properly.
- At no time should students attempt to delete or alter files.
- Internet access is only by teacher assignment and must be appropriate to the task assigned.
- Computer damage that is willfully caused by a student will require parents to pay for needed repairs.



## Student Service Activities – GET INVOLVED!

**Media Helpers** - assist with shelving books, dusting, and book check out and return.

**News Crew** - apply to Ms. Smith or Ms. Pearce to assist with producing the morning news program.

**Friendly Helpers** - apply to Ms. Smith to assist with welcoming visitors to Meadowfield, helping new students get accustomed to our school and helping with solving conflicts or problems.

**Safety Patrols** - Fifth grade students may apply to Ms. Gisler to assist staff members during the morning drop off, afternoon dismissal, and with school activities, events, and programs.

**Recess Patrols** - assist the teachers with recess equipment and monitoring the playground.

**Student Council** - class selects a student representative. 4<sup>th</sup> and 5<sup>th</sup> grade students may run for the offices of president, vice president, and secretary.

## Meadowfield School Uniform Requirements

It is expected that all students adhere to the mandatory school uniform guidelines. All students are required to wear the school uniform during the school day for ALL school-related and school-sponsored events, functions, and activities. Purchasing uniforms with the official Meadowfield logo, and approved plaid patterns is optional and available only from Land's End at <http://www.landsend.com/shop/school-uniforms>. The Meadowfield identification number is 900133323. The logo number is 0946616K. The approved plaid patterns are *Clear Blue Plaid* and *Classic Navy Plaid*. The following details provide accuracy and explanation to understand the intent of wearing school uniforms:

### A. Tops: (Shirts, Blouses, Turtlenecks, Sweaters, Sweatshirts and Lightweight Jackets)

- (1) Shirt and blouse tops must have a collar.
- (2) All tops must be **plain** (no emblems or markings except for the official school logo) in a **solid color** of navy blue, royal blue, light blue, or white. During colder months, students may wear plain, solid color sweaters, sweatshirts and turtlenecks of the same colors listed above.
- (3) Tops may have only the embroidered school-approved logo. This is available from Land's End. No other logos depicting a brand name are permitted.
- (4) Tops may be monogrammed with the student's initials.
- (5) Tops may not exceed one size larger or smaller than the student's current, appropriately fitting size.
- (6) If needed, solid white T-shirts may be worn under uniform shirts.
- (7) Shirts and blouses must be worn tucked inside bottoms.

### B. Bottoms: (Pants, Shorts, Skirts, Skorts, Capri Length Pants, and Jumpers)

- (1) All bottoms must be **plain** in a **solid color** of khaki or navy. Bottoms may have an elastic waistline or belt-loops and must be hemmed.
- (2) Bottoms must be free of writing, graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words, or pictures.
- (3) Belts should be worn if bottoms have belt loops. Belt buckles must not be over-sized or overly ornate or have any writing that could be considered offensive or inappropriate for the school setting.
- (4) Bottoms may not exceed one size larger or smaller than the current, appropriately fitting size. Bottoms must be worn at the natural waistline. Baggy or sagging pants or shorts are not permitted. "Low rise" clothing is not permitted.
- (5) Shorts, skirts, skorts, and jumpers must be modest and of sufficient length. The length of these articles of clothing may be no shorter than three inches above the top of the knee when standing.

### C. Outerwear: (Coats and Heavy Jackets)

- (1) Outerwear is not to be worn inside the building. Outerwear may be worn during a class change if the student is exiting or entering the building after being outside.
- (2) Outerwear will be hung in a designated area in the classroom. The student's name should be written with permanent ink on the inside neck area of the outerwear.
- (3) Lightweight jackets, sweaters and sweatshirts must meet dress code specifications to be worn inside the building.

### D. Footwear: (Tennis Shoes, Loafers, Lace Up, Enclosed Toe Shoes, and Sandals with Straps)

- (1) Footwear must be worn at all times & be enclosed or have straps to hold the shoe securely on the heel.
- (2) Laces on shoes must be tied.
- (3) Flip flops, slippers, and shoes with wheels are not permitted.

### E. Other Items or Accessories:

- (1) Jewelry, including pendants, medallions, earrings and bracelets are not to be any larger than one inch in diameter. Rubber band bracelets are not permitted.

- (2) Any adornment that could be perceived as, or used as a weapon (such as chains, spikes, etc) is not permitted.
- (3) Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- (4) Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods are not permitted inside the building.
- (5) During cold weather, students must remove hats or scarves and put them in their back pack.
- (6) Socks, tights, leggings and hair accessories should match and/or coordinate with the uniform and should not distract from the intent of the uniform.
- (7) Henna tattoos or other ink writing on the skin is not permitted.

#### F. Optional Friday and Half Day Uniform Requirements:

A modified uniform may be selected as optional wear only on **FRIDAYS** and **HALF DAYS**.

**Tops** Students may wear any Meadowfield school T-shirt or sweatshirt.

**Bottoms** Students may wear **plain, dark, solid color**, blue jeans or blue jean shorts.

- Blue jeans may not be ripped or torn and must be free of writing, graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words, or pictures. Blue jeans must be hemmed.
- Blue jeans may not exceed one size larger or smaller than the current, appropriately fitting size and must be worn at the natural waistline. Baggy or sagging blue jeans are not permitted. “Low rise” blue jeans are not permitted.
- Belts should be worn if blue jeans have belt loops. Belt buckles may not be over-sized, overly ornate or have any writing that could be considered offensive or inappropriate for the school environment.

#### G. Other Uniform Requirements:

- (1) Students are expected to be dressed according to the uniform standards at all times when in school.
- (2) Students are to wear the school uniform on field trips and at school-sponsored functions and activities.
- (3) **Exceptions may be made by the principal for special occasions and will be announced prior to the event.**

#### H. Implementation:

- (1) If a student is out of uniform the teacher will notify the office and the office will notify the parent by phone or e-mail. The student will be loaned a school owned uniform to wear for the day. If a school owned “loaner” uniform is not available the parent should be prepared to bring a uniform to school. The student will not attend class without complying with the school uniform policy.
- (2) Students who do not comply with the dress code may be excluded from participating in school activities, programs, functions or events.
- (3) Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and subject to approval by the principal and/or principal’s designee on an annual basis. In considering a waiver request, the principal and/or principal’s designee has the right to request additional documentation from medical officials and/or religious leaders.

New students are allotted 3 days to obtain a school uniform. Students enrolling after the start of school may be issued loaner uniforms, if they are available, during the 3 days parents are allotted to obtain the required school uniform.





MEADOWFIELD IS A NATIONAL PAIDEIA MODEL SCHOOL

It is important to set goals for yourself! Use the two pages below to set your seminar goals, your school goals, and your fitness goals for this year!

School-Wide Seminar Goals:

Month	Write your seminar goal here:
September – Respect	
October – Self Discipline	
November- Compassion	
December – Cooperation	
January – Responsibility	
February – Kindness	
March – Work	
April – Trustworthiness	
May - Citizenship	

Report Card Grade Goals:

Subject	Goal for Q1	Q1 Grade	Goal for Q2	Q2 Grade	Goal for Q3	Q3 Grade	Goal for Q4	Q4 Grade
ELA								
Math								
Science								
Social Studies								

**Reading and Math Inventory Goals:**

Online Test	Fall Score	Winter Goal	Winter Score	Spring Goal	Spring Score
Reading Inventory					
Math Inventory					

**State Testing Goals:**

Test	Spring 2018 Score	Goal for 2019	Actual 2019 Score
SC READY Reading			
SC READY Writing			
SC READY Math			
SC PASS Science or Social Studies			

**Fitness Goals:**

Test	Fall Score	Winter Goal	Winter Score	Spring Goal	Spring Score
PACER					
Sit and Reach					
Curl Ups					
Push Ups					

