

# Meadow Lark Elementary School

## Parents' Opening Bulletin

2021-2022

Dear Meadow Lark Parents,

*Welcome to Meadow Lark Elementary!*

On behalf of the Meadow Lark School teachers and support staff, I want to welcome you to the 2021-2022 school year. Our mission statement reads: Our mission and vision at Meadow Lark Elementary, along with the parents and community, *is to provide a positive, safe, and healthy environment that will develop independent, life-long learners who will strive to reach their highest potential.* We are looking forward to fulfilling this mission and having a very successful year with you and your family!

There are many items that need to be communicated to you at the beginning of the year. Please read and note the following information:

**Student Handbook** *It's in the book!* Our Student Handbook includes information specific to Meadow Lark and the school district. Please look for information for this handbook in your child's Wednesday Envelope. This year, only a letter and the sign off pages will be sent home giving information to find the handbook on our website. If you would like to request a paper copy of the handbook, you will be able to request it from this smaller packet. Our Meadow Lark website has links that include our school's discipline plan, expectations, homework guidelines, and schedule. Please read the Meadow Lark information and the District Handbook. Then sign and return the attached signature slip to school.

**Meadow Lark Student Day** We begin school at 8:25 a.m. every day. In order to allow our teachers weekly professional learning time, **we have an early dismissal for Grades K-6 each Wednesday at 2:40 p.m.** On the other days of the week, Grades K-6 students are dismissed at 3:20 p.m.

<b>Kindergarten:</b>	8:25-12:20	<b>Lunch:</b>	12:20-1:00 (lunch first)	1:00-3:20
<b>Grade 1:</b>	8:25-12:00	<b>Lunch:</b>	12:00-12:40 (lunch first)	12:40-3:20
<b>Grade 2:</b>	8:25-11:00	<b>Lunch:</b>	11:00-11:40 (lunch first)	11:40-3:20
<b>Grade 3:</b>	8:25-11:20	<b>Lunch:</b>	11:20-12:00 (lunch first)	12:00-3:20
<b>Grade 4:</b>	8:25-11:40	<b>Lunch:</b>	11:40-12:20 (lunch first)	12:20-3:20
<b>Grade 5:</b>	8:25-12:20	<b>Lunch:</b>	12:20-1:00 (recess first)	1:00-3:20
<b>Grade 6:</b>	8:25-12:45	<b>Lunch:</b>	12:40-1:20 (recess first)	1:20-3:20

I have indicated the lunch times above for each grade level. Due to our Covid Restrictions, we will not be able to have parents join for lunch until further notice. **NOTE: ALL doors will be locked. We have a new secure front door. After arrival and before dismissal, visitors will need to buzz in and communicate purpose for visit. The office staff will open the door electronically. Please plan to have ID with you for any visit to the school.**

Please note that students are to go directly home at dismissal time. This is an important safety factor. We ask that you drop off and pick students up in the designated areas. Note that dismissal

procedures will be different again this year, allow for possible additional time for picking up your child. Our parking is limited in the front of the building due to the number of busses. All of our building doors are locked after 8:45. Although this is inconvenient at times, it is necessary to adhere to our District Safety Plan.

*Did you know that reading at home is the biggest single indicator of student achievement in school? It is!*

**Wednesday Envelopes** Every Wednesday your child will bring home a “Wednesday Envelope” that may include notices, announcements, student papers, my newsletter, or any other materials that need to arrive home to parents. Please look over the contents of the envelope carefully. The envelope should be initialed by a parent and returned to school.

***Our office phone number at Meadow Lark is 268-7300.***

**Contact Information** In order to keep our records up to date, please stop in or call us and share your contact information with us, including current address and phone number(s) if any changes are made. Teachers will be asking for email addresses for everyone at the beginning of the year. We will not share these and they will be utilized for school communication only. It is important that a current emergency phone number is on file.

**School Calendar** A school district calendar will be sent to you through the Wednesday Envelope.

**Crosswalks** Please use the crosswalks and encourage students to do the same. Note the EXIT PLAN for students:

- Bus students meet in the gym and organize by bus. When buses arrive, students will be walked to buses.
- Students using the cross walk at Fox Farm and 24<sup>th</sup> Ave. S.W. will exit the front (east) door.
- Students using the path toward 11<sup>th</sup> St. S.W. will exit the north doors.
- Student with bikes or walking west will use the music room (west) or north doors.

**Hot Lunch Program** Individual student lunches are free this year (subject to change). Milk is included in the price of the hot lunch or is available individually for \$0.50 (subject to change due to bid price of milk). We encourage parents to still fill out our free or reduced lunch forms online this year and can be accessed in our computer lab if you need a computer to use. Students may also bring sack lunches. Elementary students will be given a reminder stamp if their lunch account for milk is getting low. If a student account reaches a charging status, \$10.00 is the maximum charge amount. At that time, a phone call will be made to remind parents of the need to reimburse.

**Money** When sending money to school with your child, please send the proper amount in a sealed envelope with your child's name, room number, and a note explaining what the money is for.

**HANDS Program** Meadow Lark School offers before and after school child care through the HANDS (Heroes and Neighbors Down at the School) program. The program is operational Monday-Friday from 6:45 a.m. to 6:00 p.m. in the HANDS Classroom. HANDS' phone number is 268-6938. more information on HANDS can be obtained from the office.

**Parent Back to School Night-Grades K-6 Monday, Aug. 23rd.** Please see your mailed letter for grade level times.

**Playground Supervision** Our supervision starts at 8:10 a.m. each day. For student's safety, we ask that students **not arrive at school until 8:10 a.m. This year, students will enter through the recess doors each morning when they arrive and go directly to their classroom.**

**Homework Policy** Our school district has homework requirements for all students. This policy is in the Student Handbook and will be shared at our "Back-to-School" Night".

***Research shows that students who do more homework, attend school regularly, and read more at home do better in school.***

**Medication at School** For any student who is required to take prescription medicine at school, the office must have a signed form from the attending physician. These forms are available at the doctor's office or at the school. Please label the medication with your child's name and the time(s) the medications should be taken. These forms need to be updated **each year.**

**ALL medications, including inhalers, are to be stored in the office as per district policy.**

If your child has any health problems that may require special consideration, please inform the teacher and the office.

**Student Absences** We are required by state law to follow up on all non-reported absences. **Please call the school if your child will be absent.** Our secretary, Amanda Sanford, arrives at 7:45 a.m. each morning, but you **may call 268-7300 and leave us a message at any time, day or night.** This will save us time in having to call you!

**Student Pick Up** To follow our GFPS Covid Plan, at the end of the day, we ask **parents to meet students outside the building.** With all students being released in cohort groups, and in order to keep track of students, we need to reduce confusion and traffic is limited.

If you are using the upper or west parking lot, there is only ONE exit and ONE entrance. You MUST turn right when exiting the parking lot. DO NOT park and block traffic when picking up students. To avoid traffic backing up onto Fox Farm Road, please pull into a parking spot if you need to wait. If your student is picked up in the front of the building, please make sure you and your students use the crosswalk. Please DO NOT cross midblock as this is a tremendous safety concern.

With the traffic concerns around Meadow Lark School, it may be wise to have a plan and pick up your student at a designated spot a block or two away from the school.

It is important that the bus zone remains free. Please **do not park or drop off** in the bus zone or block the entrance or exit to the bus zone. This area is posted and the police department will issue tickets for parking in this area. We also have handicapped parking areas, one at the south end of the bus zone, and also by the door in the south, or staff parking lot. Thank you!

**Meadow Lark PTA** The Meadow Lark PTA is an active organization which supports and speaks on behalf of our students. There are several projects being considered for this year which you will hear more about later. Watch for membership details on an upcoming flyer, and please consider joining and becoming actively involved in the PTA. We need input and support!

These are a few of the beginning-of-the-year details... I will share additional information and school events with you through our website or the Remind app. As your principal, I look forward to working with you to make Meadow Lark Elementary a special school; a place we all share with pride. This is your child's school, but it is also your school. My door is open to you at any time. Please stop in and share your thoughts, concerns, or ideas with me.

I am looking forward to a very successful year. Thank you for your support!

Teresa Sprague, Principal  
Meadow Lark Elementary School

