

# Meadowview Elementary STUDENT HANDBOOK

*Meadowview Elementary*





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# WELCOME TO THE MEADOWVIEW FAMILY!



**Jason Ogunyemi**  
Principal

Welcome to the Meadowview Family, also known as the "View Crew"! We are thrilled to kick off a new academic year with our scholars and are eager to collaborate with you to help them achieve their full potential. Our theme this year is "Racing Towards Success," which emphasizes our focus on achieving and maintaining academic success together, and the information provided in the following pages outlines our plan to reach that goal. Thank you for your ongoing support!

"Mr. O"

[www.meadowview.bossierschools.org](http://www.meadowview.bossierschools.org)



# OUR

## FRONT OFFICE & ADMINISTRATIVE TEAM

Principal

Jason Ogunyemi

Assistant Principal

Brenda Ware

Instructional Coach

Rheannon Jenkins

Counselor

Becky Halbbrook

Secretary

Lauren Coleman

Attendance Clerk

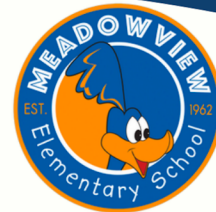
Jennifer Hemmings

School Nurse

Amanda DelRio

School Resource Officer

Roy Rawls



# **MISSION**

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**Our mission at Meadowview Elementary is  
to Motivate Every Scholar Every Day!**

# **VISION**

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**Meadowview Elementary School is  
committed to high achievement for all.**

At Meadowview Elementary, we are dedicated to working with parents and families to ensure that our scholars receive a high-quality education in a safe and secure environment. This handbook contains essential information that will help us achieve our goals as a school. We recognize that circumstances can change quickly, and we may need to adjust our routines and procedures accordingly. Any updates or revisions to this handbook, as well as new policies, will be communicated through our school website and social media channels throughout the year. Please check these sources regularly for the most up-to-date information. We appreciate your ongoing support and look forward to working with you this school year.



# IMPORTANT INFORMATION

## SCHOLAR REGISTRATION

New and returning scholars will need to be registered for the 2023-2024 school year before they can attend school. All registration is now completed digitally by following this link:  
<https://www.bossierschools.org/enrollment>

## REGISTRATION ISSUES

If you're having trouble registering or uploading/scanning documents, the Bossier Parish Parent Center is available to assist you. You can find us located at 1520 Cox St. If you need help with your login information, please call our front office staff at 549-5640 and we will be happy to assist you.



# MEADOWVIEW

## **TIMES TO REMEMBER**

### **SCHOLAR ARRIVAL**

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**7:10 AM**

### **TARDY BELL**

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**7:25 AM**

### **SCHOLAR DISMISSAL**

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**2:40 PM**



# ABSENCES & **TARDIES**

Attending classes on time is vital for scholars who aim to succeed. However, multiple absences or tardiness can hinder their progress. Our procedures are in place to ensure that everyone stays on track.

If your child misses 5 classes or is late 5 times without a valid reason, we will have to report it to Truancy at the Bossier Parish District Attorney's Office.

Scholars are required to bring a doctor's note or other form of documentation within five (5) days of the absence. **Remember, the first minutes of the school day are critical. Scholars who arrive late at school are missing valuable instruction in major subjects. Being late not only affects your child's education, but it can also pose challenges for other students' learning.**





# ABSENCES & **TARDIES** CONTINUED

If your child is late or departs early 3 times, it will count as one unexcused absence. We take our attendance policies seriously and will enforce them accordingly. If you have any questions, please feel free to contact our Attendance Clerk at 549-5640. They are always available to assist you!

If your child arrives late for school, please accompany them inside and sign them in at the office. A computerized check-in system will soon be implemented, which will require you to present a valid state-issued photo ID or driver's license for verification. However, if you provide a doctor's note, the tardiness will be excused and exempt from the aforementioned policy.



# SCHOOL ARRIVAL

To ensure proper monitoring of scholars, those who walk or are dropped off by parents **should not arrive at school earlier than 7:10**. At this time, teachers will be on duty and ready to supervise. Upon arriving, scholars must go directly to the cafeteria or classroom and are not permitted to gather in front of the school. **Parents will not be allowed to walk their children to class on the first day of school.**

For walkers, there are designated areas where they should enter the campus. A crossing guard is located at the corner of Lampkin St. and this is where walkers should enter the school fence and proceed to the building. Scholars who reside behind the campus may enter through the supervised entrance on Burdine St.



# SCHOOL ARRIVAL

## Car Riders

To all parents of car riders, we kindly ask that you arrive at our school's car line no earlier than 7:10 AM. This will allow our teachers sufficient time to park and prepare for the arrival of our scholars. If you do arrive earlier, we have coordinated with Cornerstone Community Church, which is conveniently located across the street from our campus, to provide parking until the car line officially begins. Thank you for your cooperation in helping to ensure a smooth and safe arrival process for our students.

The image below illustrates how the car line will operate this year:





# SCHOOL ARRIVAL

Our car line staff is dedicated to ensuring the safety of your children when exiting vehicles at designated areas. To keep traffic flowing quickly, please do not park your car in the teacher parking area. Also, we want to remind you that **using a cell phone in the car line is strictly prohibited and against the law in school zones.**

We kindly request that you ensure your scholar arrives before the tardy bell rings at 7:25 AM. If your scholar is entering the building later than 7:25, please accompany him or her into the building and sign in with a valid ID.

For those using school buses, they will unload at the front of the building.

Thank you for your cooperation in keeping our students safe and ensuring a smooth drop-off and pick-up process.





# SCHOOL DISMISSAL

Dismissal for scholars will begin at 2:40 and will be based on their mode of transportation.

## Walkers

For the scholars who walk home, they will exit the building and use the playground walkways to either reach the crossing guard at Lampkin St. or the exit gate at Burdine St.

PreK and Kindergarten walkers will be supervised indoors. They can be picked up by an older Meadowview Scholar or a parent/family member with permission at the gate closest to A-Wing.

Parents/family members should inform the designated school staff member of the scholar's name for pick up. A teacher will accompany the scholar to the gate for their safe journey home.



# SCHOOL **DISMISSAL** CONTINUED

## Walkers

For those who are coming to pick up younger siblings from Meadowview, it's important to know the dismissal procedures.

Middle and high school siblings who are picking up a Meadowview scholar must wait at the exit gate on Lampkin St. The only exception to this rule is if the middle or high school scholar is picking up a Pre-K or Kindergarten scholar. In that case, one middle or high school scholar may come to the Pre-K/Kindergarten gate located near the front of the school to have the scholar escorted to him/her.

If older siblings do not follow these procedures or create a disturbance, they will be removed and banned from the campus.

For scholars who ride buses, they will be called by bus number to depart campus. Scholars should adhere to all bus rules and procedures. Failure to do so will result in a temporary suspension of bus privileges. Excessive behavior infractions will result in a parent conference and possible removal from the bus.





# SCHOOL **DISMISSAL** CONTINUED

When picking up your child from the car line, please follow the procedures shown on page 9 of your handbook.

At the beginning of the school year, each of you will receive a car tag. This is to help us identify which scholar needs to come outside for departure. If you do not have a car tag, please park in the southwest parking lot and wait until all cars have gone through the car line to pick up your child. Once all cars have exited the car line, we will call for your child to come out to the car line.

After loading, please move quickly and safely to allow the car line to move as smoothly as possible. Please do not pull out of the car line to go around other vehicles unless instructed to do so by a school staff on duty.

In case you are late picking up your scholar, you will need to come in with your driver's license to have him/her released to you. Please note that this will count as a tardy for your child. **Children who are continuously picked up late will have to meet with the principal or principal designee to discuss different dismissal arrangements.**



# CHECK OUTS & CHANGES IN TRANSPORTATION

## Checkouts

Anyone who wishes to pick up a scholar from school must present a state-issued photo ID or driver's license, and their name must be listed on the registration form. If someone other than a parent or guardian will be picking up the student, the parent should contact the school beforehand. If a student checks out after 11:00 am, they will be considered absent for half a day. **No checkouts are allowed after 2:00 pm.**

## Transportation Changes

If a child will be going home in a way that differs from their usual routine, a handwritten note must be sent to the teacher stating the changes. Otherwise, the child will be sent home as usual. Please plan for inclement weather and write a note for the teacher. Emails are only accepted in unforeseen weather hazards. Emails should be sent to your child's teacher or the Attendance Clerk.

Changes cannot be made by phone, and changes in procedures cannot be made after 2:00 pm except in the case of an emergency. For the child's safety, please establish a routine for going home and avoid changing it on a daily or every other day basis.

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# CUSTODIAL CONCERNS

## Custody Concerns

To ensure your child is provided with the best care, it's important that we have any legal documents pertaining to their unique circumstances on file at school. Simply adding a note on Oncourse stating "Do not release my child to..." is insufficient. **We require proof of custody via a current legal order, judgment, or decree signed by a judge.** Please note that a petition or transcript will not be accepted. It's important to keep in mind that the natural mother or father can access their child or information from the school at any time **unless a court order indicating otherwise is on file.**



# ILLNESS & **MEDICATION**

Keeping our scholars healthy is a joint effort between school personnel and parents. For the health, safety, and well-being of our scholars, it is essential each child has up-to-date emergency information on file in the school office. If there are any changes in the emergency names or telephone numbers during the school year, please notify the office immediately.

The following are helpful guidelines given by the Bossier Parish School Nurses to consider when deciding whether your child should attend school:

- **Fever** is a sign of illness or infection. If your child has a temperature of 100 degrees or above, he/she should remain at home. **Children must be free of fever for 24 hours without fever medication before returning to school.**
- **Vomiting and Diarrhea** are often contagious. Your child must be free of diarrhea and vomiting for 24 hours before returning to school.
- **Head Lice:** Bossier Parish has a nit-free policy. A child sent home with lice or nits should have their hair treated and must be examined by the school before returning to class.



# ILLNESS & **MEDICATION** CONTINUED

- **Chicken Pox:** A child must be fever free and all of the chicken pox must be scabbed over with no blisters remaining. Vomiting and Diarrhea are often contagious. Your child must be free of diarrhea and vomiting for 24 hours before returning to school.
- **Rashes:** A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable (itching or pain). If it is necessary to consult a doctor, a letter is required when returning to school.
- **Illness/Injuries:** If a child becomes sick or injured at school, parents will be contacted by the office. Minor cuts and bruises will be attended to by the nurse or office personnel.
- **Pink Eye:** Symptoms include redness, itching, swelling, drainage, and excessive matter upon awakening in the morning. Do not send your child to school with these symptoms. Pink eye is contagious and must be treated with a medication prescribed by a doctor. Scholars may return to school after being on medication for 24 hours and if symptoms have disappeared.





# ILLNESS & **MEDICATION** CONTINUED

- **Ringworm:** a fungal infection of the skin that may be spread from one child to another. Medical treatment is necessary 24 hours prior to a child returning to school.
- **Life-Threatening Conditions:** A life-threatening condition is "a health 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". Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place. These forms can be obtained through the school nurse.

## Medication

Due to state laws regarding medication guidelines, only prescription medication, accompanied by a prescription from a doctor and completed medication forms will be administered during school hours. It is preferred, if possible, that all medication be given before and after school. The school must be informed of any possible reactions a medication may cause. An adult must bring prescribed medication to the school office to observe and verify the count and receipt of the medications. For the safety of all scholars, scholars are not allowed to have any medication on school grounds (this includes prescribed and over-the-counter medications).





# UNIFORM POLICY

Our scholars are expected to follow the uniform policy and guidelines listed below:

## Shirts:

- Colors: white, navy blue, royal, light blue, or orange
- Style: polo or button-down collar, short or long sleeve
- Meadowview t-shirts may be worn any day of the week. Spirit or school club shirts must be in good condition, without alterations.

Shirts must be tucked in at all times.

- Only solid colored shirts are allowed to be worn under school uniform shirts.

## Shorts, and Belts:

- Pants and Shorts Colors: navy blue or khaki
- Girls may wear navy blue or khaki skirts, skorts, capris, shorts, or jumpers.
- Girls' shorts, skirts, skorts, and jumpers should be no more than 4 inches above the knee, the appropriate length required.
- Belts must be worn with all pants designed for belts (with belt loops).

**Scholars in PK and K are not required to wear belts.**

- No jeggings or tights. Bottoms must have pockets to be considered pants instead of leggings, jeggings, or pants tights.
- Leggings, tights, or other long-legged bottoms will not be permitted with short pants.



# UNIFORM **POLICY** CONTINUED

Our scholars are expected to follow the uniform policy and guidelines listed below:

## Shoes:

Style: Style and color of shoes may be chosen by the parent/scholar.

**Scholars may not wear sandals, flip flops, or Crocs/Croc-type shoes, high heeled shoes, cleats, open-toed shoes to school, unless approved by the administration or school nurse.**

- It is required that socks be worn at all times by all scholars for health and safety reasons.

## Outerwear – Jackets, Coats, Sweatshirts, Sweaters:

Only approved coats, school jackets, and uniform sweaters will be allowed to be worn in the building at any time. Hoodies are not allowed. Scholars wearing non-uniform jackets will be asked to remove them during homeroom and not permitted to wear them during the school day.

When new jackets are purchased, please use the following guidelines.

- a. Solid NAVY or BLACK jackets, sweaters, or coats, per BPS Policy will be worn by scholars. Sweaters should be of plain cardigan design. (no logos or screen print)
- b. Meadowview sweatshirts may be worn on any day, but the uniform shirt must be worn underneath.



# UNIFORM **POLICY** CONTINUED

## **Dress Code Violations**

Every morning, the homeroom teacher will conduct uniform checks. If a student is found to be violating the dress code of MES, a notice regarding the specific violation will be sent home with the student. If there is a repeated violation of the dress code, parents will be contacted and requested to provide a change of clothing. The first and second instances of violation will result in a warning with parental notification. For the third and subsequent violations, disciplinary action will be taken. The administration holds the power to make the final decision on appropriate school attire.



# POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Meadowview Elementary School establishes a positive learning environment through the implementation of PBIS.

	Classroom	Cafeteria	Restroom
Respectful	<ul style="list-style-type: none"><li>• Focus on listening and learning</li><li>• Treat others how you want to be treated</li></ul>	<ul style="list-style-type: none"><li>• Keep a quiet voice</li><li>• Use proper table manners</li><li>• Remain Seated</li></ul>	<ul style="list-style-type: none"><li>• Flush toilets</li><li>• Wash your hands</li><li>• Discard trash in cans</li></ul>
Responsible	<ul style="list-style-type: none"><li>• Follow directions quickly</li><li>• Turn work in on time</li></ul>	<ul style="list-style-type: none"><li>• Keep your area clean</li><li>• Place your trash in appropriate cans</li></ul>	<ul style="list-style-type: none"><li>• Practice Safety</li><li>• Report concerns to adults</li></ul>
Ready to Learn	<ul style="list-style-type: none"><li>• Listening ears</li><li>• Prepared with materials</li><li>• Eyes on speaker</li></ul>	<ul style="list-style-type: none"><li>• Wait patiently in line.</li><li>• Pay attention to duty teachers</li></ul>	<ul style="list-style-type: none"><li>• Leave the restroom immediately when you are done so you can return to learning.</li></ul>



# POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Meadowview Elementary School establishes a positive learning environment through the implementation of PBIS.

	Hallway	Playgrounds	Assembly
Respectful	<ul style="list-style-type: none"> <li>• Use level 0 or 1 voices</li> <li>• Walk on the right side of the hallway</li> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Include everyone that would like to participate.</li> <li>• Treat others with</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes and ears on the speaker</li> <li>• Keep your hands and feet to yourself.</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>• Move quickly to your destination</li> <li>• Return to class immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Report concerns to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Use self control</li> </ul>
Ready to Learn	<ul style="list-style-type: none"> <li>• Pay attention to the people in front of you.</li> <li>• Move when it's your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to teachers</li> <li>• Line up quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions quickly</li> <li>• Participate in activities</li> </ul>





# SCHOOL WIDE **DISCIPLINE POLICY**

Scholars are expected to practice the Respectful, Responsible, & Ready to Learn expectations and to follow the rules and procedures on the preceding pages. Teachers will establish more specific rules and procedures for their classrooms that are based on our PBIS expectations.

## **SUITE 360**

Bossier Parish will incorporate Suite 360, which is a Social Emotional Learning platform that offers videos and lessons for our scholars to learn about better decision-making. Parents will be asked to come on campus to sit through a lesson with their scholar if deemed necessary by the administration.

## **Consequences**

Each teacher has an established set of consequences for inappropriate behavior. Your child's teacher will notify you of those consequences via phone call, conference, or electronic correspondence. Administration will determine consequences for specific violations.

## **Referrals to the Principal**

The principal will respond to discipline referrals based on the needs of each scholar, the details of the situation, the severity of the offense and the number of times the scholar has been referred. Possible consequences include parent conferences, home interventions, Suite 360 interventions, in-school suspension, out of school suspension and expulsion.





# SCHOOL WIDE **DISCIPLINE POLICY**

If a scholar receives three written referrals or is suspended, parents will be required to attend a conference with a school administrator and/or counselor.

In addition to the parish zero-tolerance policy on weapons, we have zero tolerance at Meadowview Elementary School for fighting, bullying, and sexual harassment (inappropriate sexual conversation and touching).

Both participants in a fight will be sent home for an out-of-school suspension. Meadowview Elementary will follow parish guidelines regarding bullying and/or sexual harassment.

If you suspect that your child is being bullied, please contact the administration to initiate a bullying investigation.



# COMMUNICATION & CELEBRATIONS

We enjoy celebrating the success of our scholars and staff at "The View"! Here are a few ways you can stay up to date on what is happening on campus.

## Communication

Please subscribe to our Facebook page to stay connected to our daily events! You can also visit our school website at [meadowview.bossierschools.org](http://meadowview.bossierschools.org) as well for information.

## Celebrations

We will have different opportunities to celebrate our scholars this year. Field Day and Pre-K, Kindergarten and Fifth Grade graduations are the biggest events. We will send notifications to inform you when these events will occur.

We love celebrating birthdays, but do not want the festivities to distract from the learning environment. For this reason, we ask that balloons and other large celebratory items not be brought to the school. You can contact your child's teacher to coordinate any other celebration plans, such as snacks and drinks. If your scholar rides the bus, they will not be able to bring their snacks on the ride.

[www.meadowview.bossierschools.org](http://www.meadowview.bossierschools.org)



# CONTACT US

Please check with your child's teacher or administration for specific questions. You can email us or contact us using the following information.



Principal: Jason Ogunyemi

Email: [jason.ogunyemi@bossierschools.org](mailto:jason.ogunyemi@bossierschools.org)

Phone: 549-5645



Assistant Principal: Brenda Ware

Email: [brenda.ware@bossierschools.org](mailto:brenda.ware@bossierschools.org)

Phone: 549-5646

We are looking forward to working together to make this an awesome school year!

[www.meadowview.bossierschools.org](http://www.meadowview.bossierschools.org)