

Meadowbrook Elementary School



Parent Handbook 2022-2023

David J. Levine, Principal
Raylene Z. Thomas, Intern Principal

Principal's Message

Meadowbrook Elementary School

Eagle Pride!

Dear Parents and Students,

Welcome to the 2022 - 2023 school year! We are looking forward to another successful year at Meadowbrook Elementary. Our theme is "Soaring on Strong Wings"

Our school's faculty, staff, and administration strive to meet the needs of our students through excellent educational programs that challenge and inspire all students. We encourage parents to participate through the parent organizations, Parent Teacher Association (PTA), School Advisory Council and School Volunteer Programs. Take time to investigate the many opportunities to participate in your child's education.

Our vision is "To educate today's students to succeed in tomorrow's world." Our mission is "To prepare our students to become critical thinking problem-solvers who will compete in a global society by facilitating an engaging & challenging learning environment in which they work cooperatively to gain real-world experiences through a rigorous curriculum including the application of science, technology, engineering & mathematics."

This handbook is designed to answer questions you may have about school operations. Please take time to read it together.

Many exciting experiences have been planned for this school year. Join us in making this a wonderful educational experience for all our children.

Sincerely,
David J. Levine
Principal

For an ADA accessible version of this calendar, visit browardschools.com/accessiblecalendar.

AUGUST				
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8	9	10	11	12
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29	30	31		

SEPTEMBER				
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OCTOBER				
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31				

NOVEMBER				
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DECEMBER				
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JANUARY				
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FEBRUARY				
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27	28			

MARCH				
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APRIL				
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MAY				
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JUNE				
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26	27	28	29	30

- Employee Planning (no school for students)
- Schools and Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First and Last Day of School

Hurricane Make-Up Days: 10/20/22, 1/12/23, 2/14/23, 3/16/23, 4/20/23, 6/8/23

Who's Who at Meadowbrook Elementary School

David J. Levine, Principal
Raylene Z. Thomas, Intern Principal
Sarah Sternglanz, Certified School Counselor
Ariel Gold, ESE Specialist
Laureen Pascal, Autism Coach
Amy Gutierrez, ESOL Coordinator
Jennifer Held, Primary Curriculum Specialist
Luisa Hanfling, Intermediate Reading Coach
Lillian Guilbee-Cruz, Intermediate Math Coach
Mahi Kiriakopoulos, Cafeteria Manager
TBA, School Advisory Council Chairperson



IMPORTANT PHONE NUMBERS AND INFORMATION

School Website	https://www.browardschools.com/meadowbrook
School Address	2300 SW 46 th Avenue Fort Lauderdale, FL 33317
Office Hours	7:30 AM - 3:00 PM
Breakfast Hours	7:15 AM - 7:55 AM
School Office	(754) 323-6500
School Fax	(754) 323-6540
After Care Program	(954) 260-3533
Rumor Control Hotline	(754) 321-0000 or (754) 321-0321 <small>(Available Only When Activated in An Emergency)</small>
Cafeteria Manager	(754) 323-6510
Attendance Hotline	(754) 323-6502
Twitter	@MeadowbrookElem and @MBE_Eagles

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Community After School Program (CAS)

In order to keep our students safe and secure, Meadowbrook offers aftercare services from Community After School Program (CAS) for all students from 2:00 PM - 6:00 PM. On Early Release days, the aftercare hours of operation will be from 12:00 noon until 6:00 PM. The program is supervised by a well-trained staff member and consists of outside activities, arts & crafts, homework assistance, technology, and indoor games. Registration information is in the main office. CAS's dedicated school telephone line for Aftercare is (954) 260-3533.

Animals on Campus

For the safety of all students, staff, and parents, pets/animals are not permitted on campus. Please keep this in mind when bringing students to and from school.

Anti-Bullying

Anyone having knowledge of suspected bullying of a student is strongly encouraged to report any incident(s) to the assistant principal, student's teacher, school counselor, or other school officials in writing. Anonymous reports may also be placed in the Anonymous Reporting Box located in the school's front office. Anonymous reports can also be made online at <https://www.browardschools.com/Page/35294>. Meadowbrook Elementary is committed to protecting its students and staff from bullying, harassment, or discrimination.

Arrival

Students are expected to arrive on campus after 7:15 AM. There is no supervision prior to 7:15 AM. If students are eating breakfast, they should report to the cafeteria.

Students are expected to read until their teacher picks them up at 7:50 AM.

Attendance-School Board Policy 5.5-Florida Statute 1003.2b & 1003.01(8)

Attendance is important to student success. To meet a requirement set by the state that school districts establish a definition of a "pattern of non-attendance," the School Board approved a major change to the District's attendance policy. Effective at the beginning of the 2006-2007 school year, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in anyone marking period or 60 hours (10 days) within 90 days. If it is determined by a school that a student has developed a "pattern on non-attendance," sanctions may be imposed. Sanctions may range, for an elementary-age student, from having his or her report card withheld if they were in school for less than 25 days in a marking period, to the child's parent being required to appear in court.

Each time your child is absent, you are required to notify the school, either by telephone or through a note, within 48 hours stating the reason for the absence.

Meadowbrook's attendance line can be reached at (754) 323-6502. If the school is not notified, the absence is considered unexcused. After attempted interventions by

the school to correct unexcused absences, the Office of the State Attorney will intervene to ensure compliance with the law. If you need further information regarding the Broward Truancy Intervention Program (BTIP), please contact the school at (754) 323-6500.

Excused absences include: Personal Illness; Illness of an immediate family member; Death in the family; Religious holidays of student's specific faith; Required court appearance or subpoena by a law enforcement agency; Important public functions/conferences; State/national competitions; Scheduled doctor or dentist appointment; and, communicable disease or infestation which can be transmitted.

Awards

At Meadowbrook Elementary, we feel it is important to recognize outstanding academic performance and citizenship. Each quarter students in grades 3-5 who earn awards are recognized. Students that receive 3's will not be recognized.

Parents of students who will receive an award will be sent an invitation to the assembly. An End-of-the-Year Awards Ceremony will be held for students in K-5. Students will be recognized for their efforts during the entire school year. Perfect Attendance awards will be given to students who were on time and in school all day everyday with no early sign-outs. **Please be sure to bring your Driver's License** to sign in.

Back to School Online Forms

Parents/Guardians fill out your child's back-to-school forms, online. The forms are easy to complete, and all data is protected and secure. For families with multiple children attending Broward County Public Schools, some information will only need to be entered once. Use the Back to School Wizard link below to quickly step through the process. You will need your student's identification number.
<https://scaweb.browardschools.com/bts/>

Back to School Orientation

A Back to School Orientation, which serves as the Meet and Greet is held on the day before the first day of school. Times for each grade level is communicated on the school website and on the marquee.

Bikes/Scooters

All students **riding a bike or scooter must wear a helmet** to and from school. All bikes and scooters should be locked in the bike rack. The school is **not** responsible for anything left unlocked. Skateboards/rollerblades are not a safe means for students to use as transportation to and from school.

Birthday Celebrations

Academics are held as top priority at Meadowbrook Elementary. While we do recognize birthdays as important milestones in a child's life, it is not possible to take time away from the academic day for a full celebration on every student's birthday. Parents may send in store bought Cupcakes for a Birthday. These will be eaten at the picnic tables outside after lunchtime. Parents are required to make arrangements with the classroom teacher. Additional items such as balloons and flowers are not permitted.

Breakfast Program

Breakfast is provided to all students at no cost. Children who do not ride the bus to school and who will be participating in the Breakfast Program can arrive at 7:15 AM. Bus students who are participating in the program will go immediately to the cafeteria upon arrival. Breakfast hours are from 7:15 AM until 7:55 AM.

Cafeteria Expectations

Your child will have a thirty-minute lunch period each day. He or she may purchase a lunch or bring one from home. Staff members supervise the cafeteria. The school's cafeteria good manners include:

- Staying in your seat
- Showing respect to others
- Using inside voices
- Keeping your area clean
- Keeping your hands, feet, and other objects to yourself

Cell Phones

For safety reasons, cell phones are prohibited in the car loop. Students are permitted to possess a cell phone, however; School Board policy requires that they be turned off and kept out of sight during school hours and on school transportation. The school is not responsible for lost, damaged, or stolen phones. If a student is found to violate School Board Policy, his/her cell phone will be confiscated.

Change of Address

It is extremely important that school personnel be able to contact parents. If your address and/or telephone number changes at any time during the year, please notify the office and your child's teacher. If you change your place of employment, please notify the office.

Clinic and Medications

All first aid is administered in the clinic. Broward County School Board Policy 6305 expressly forbids the dispensing of medicines to students by employees of the school system without the completion of a Medication Authorization Form, which can be obtained in the front office. This form must be updated on a yearly basis. Also, please be reminded that cough drops, aspirin, eye, ear or nose drops, allergy pills, etc. are

also restricted in regard to the administering and dispensing of medicine in school and cannot be brought to school by students. Students are sent to the clinic when they are injured or ill. School personnel will assist them in the clinic.

In case of an accident, first-aid treatment may be administered, and every effort will be made to notify a parent. The office and clinic will have a copy of your child's Health and Safety Form. It is critical that the telephone number and an emergency number are current and correct in case of illness or accident. Please be sure to notify the school office if there are any changes in this information during the school year. In a medical emergency, 911 will be called.

Code of Conduct Book

The Broward County the Code Book of Student Conduct is available online at:

<https://www.browardschools.com/codeofconduct>. This document provides you with information about the rules that students are expected to follow, as well as the consequences for unacceptable and serious misbehavior. The Code Book of Student Conduct addresses expectations for students related to consistent and timely attendance, respect for persons and property, appropriate dress, technology usage, student publications, student activities, student records, and the right to appeal, including grievance procedures. These standards will be enforced. **Please review all information in The Code Book of Student Conduct carefully and discuss the consequences of not complying with the rules.** Students and parents are required to sign a statement that indicates they have received The Code Book of Student Conduct and are aware of the explanation of the rules. If you would like to obtain The Code Book of Student Conduct, in another official language or do not have computer access please contact the office.

Communication

Communication between home and school is always essential and welcomed. Please use the student planner or communication folder to communicate with your child's teacher. If you need to contact your child's teacher by phone, please call the main office at (754) 323-6500. In order to protect instructional time, phone calls will not be put through to the classrooms during the hours of 8:00 AM - 2:00 PM unless it is an emergency. You can leave a message with the front office and the teacher will return your call within 24 hours.

Your child's classroom teacher should be the first contact for any concerns that you may have, he/she has first-hand knowledge of your child and the classroom. If your concern is not resolved, our Support Staff, which consists of a School Counselor, a Literacy/ Math Coach, an ESE Specialist and Administrators, are available to assist you.

Conferences

Conferences are encouraged for the parents of every child. A minimum of two (2) conferences will be scheduled during the school year. Conferences are typically held once each semester. A personal conference is the most effective way to

communicate, however, when necessary, a telephone conference may be held. Conferences will begin after the first twenty (20) days of school to ensure that the teacher(s) have adequate time to observe and evaluate your child(ren) academically.

Dismissal

Any change in regular dismissal procedures must be sent in writing with the child prior to the start of the school day. Your child will be released as scheduled without prior notice. Meadowbrook Elementary personnel will not dismiss any child to a person who is not listed on the dismissal form without prior written approval from the parent/guardian.

Daily Dismissal Procedures

Car Riders

A car rider is any child being picked up in the car loop car loop. Students who ride in automobiles are to be dropped off or picked up on the east side of the school. Parents are asked to wait in their cars forming an orderly line and follow the direction of the staff members who are supervising the area. Parents are requested to remain in the car when using the car loop. DO NOT USE CELLPHONES while in the school zones and car loop. When picking up, please be sure to have your Meadowbrook Car Tag visible.

Bike Riders & Walkers

Walkers and bike riders are to exit school grounds immediately upon dismissal. Crossing guards are on duty to assist students when crossing the street. Walkers should go directly to their after-school destination. Students who ride bicycles will follow safety rules, including wearing protective helmets, which is a state law, obeying the school crossing guards, and walking bikes across major intersections and on school grounds.

Bus Riders

Bus transportation is provided for students who live more than two miles from the school and have been assigned to a bus. Students must obey the bus rules. Failure to do so may result in suspension from the bus. If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus-riding privileges. Parents will be expected to transport the student to school if a bus suspension should occur. The behavior and safety at the bus stop is the student and parent's responsibility. Students must follow all school bus rules. The mandated rules and consequences can be found in the School Board Code of Student Conduct.

Donations

We gladly accept donations including school uniform items that your child has outgrown, school supplies, and non-perishable food. All families who are experiencing a hardship may speak to our guidance counselor to receive some of these items. She is available to help families with any need(s) they may have. Please feel free to stop by and meet her or call and ask to speak to her.

Dual Language Program

Students who qualify for the dual language program are instructed by a dual language qualified teacher. If you would like to have your child tested for this program, please ask your child's teacher to make a referral, or write a note requesting that your child be tested for the dual language program.

Early Dismissal

To keep classroom disruptions to a minimum and learning to a maximum, early dismissal (before 2:00 PM) should be reserved for emergencies only. If, for any reason, your child needs to leave campus before 2:00 PM you must sign him or her out by 1:30 PM in the office and the office staff will call the classroom. **In order not to disturb student learning, sign-out between 1:30 PM and 2:00 PM is not permitted as per Broward County School Board Policy.** You must have valid picture identification and be on the approved release list for the student to be released.

Early Release Days

We are all life-long learners. Early Release Days give instructional staff the opportunity to attend in-service trainings outlined in our School Improvement Plan. On Early Release days, students will be dismissed at 12:00 PM. **Please check the calendar for Early Release dates.**

Emergency Evacuation Procedures

For the safety of our students, staff, and volunteers, the school will conduct various emergency evacuation drills throughout the school year.

Field Trips

"GOING TO SEE" is an important part of any effective educational program. Field trips are a vital learning experience and should be an outgrowth or extension of classroom activity.

Each parent must complete and sign a Field Trip Authorization Form before a child may participate in a field trip. Forms will be provided. To ensure the field trip process runs smoothly, it is critical that permission forms and fees are submitted by the deadline date. Children who do not have signed permission slips will remain at school and follow the regular class routine.

PLEASE NOTE: All Field Trip Monies Will Be Non-Refundable. Any family in need of financial assistance for their child(ren) should contact either the Principal or Assistant Principal within two (2) weeks of receiving notification of the field trip.

Parents who have been asked to chaperone a field trip must be an approved school volunteer. Please see the volunteer section of this handbook for directions on how to sign-up to be a volunteer.

For safety reasons, students must be in uniform when attending field trips. Appropriate behavior is expected.

Fire Drills/Lock Down Drills

Fire drills are a required part of the school safety program and will be scheduled throughout the school year. Office staff will need to participate in all drills and will not be able to answer phones or assist parents during these brief drills. (This also includes tornado drills, and lockdown practice drills.)

Gate Procedures

All gates are monitored or locked. Our campus monitor will be stationed at the main gate. If the gate is locked, please call the front office at (754) 323-6500.

Health Screening Program

Health screenings are state mandated for all public schools. Vision, hearing and Body Mass screenings are conducted during the school year by trained personnel, and are given as follows:

- Vision - All students in kindergarten, 1st and 3rd grade
- Hearing - All students in kindergarten and 1st grade
- Students new to the Broward School District
- Students referred for testing in Exceptional Student Education
- Body Mass -All students in 1st and 3rd grades.

If a problem is detected, you will be notified in writing. PLEASE NOTIFY THE SCHOOL IN WRITING IF YOU **DO NOT** WANT YOUR CHILD TO PARTICIPATE IN THE SCREENING PROGRAM.

Homework/Make-Up Work

Homework is an extension of what is taught during the school day. Homework may include reading, activities in any subject, special projects, or any assignment the teacher deems appropriate to enhance instruction. Homework is important and should be completed in a timely manner in order to ensure student success. Failure to complete homework will be reflected on the report card. Each grade level's homework policy will be explained in detail during the Open House at the beginning of the school year. Homework is given nightly, Monday through Thursday.

ID Badges

To ensure school safety, everyone on campus is required to wear identification badges while in school. Students will be given a photo ID to wear daily. ID's will also contain a scanner code that will be used to when students purchase their breakfast and lunch or check out library books. Staff, both school-based and district-based, as well as vendors, must wear an ID badge at all times when on campus. All persons must enter the school through the single point of entry door at the front office and check in at the reception desk. All visitors must present photo identification, such as a driver's license, state issued photo ID card, or passport to the receptionist. Visitor's must wear the Visitor ID while on campus.

Interim Reports

Interim reports are sent to parents of students who are experiencing difficulty including, but not limited to the following:

- Failing
- A drop of two or more grades
- Inappropriate behavior
- Excessive absence

Interim reports need to be signed promptly and returned to your child's teacher. Please feel free to contact your child's teacher to discuss the area(s) of difficulty. Please refer to the school calendar for specific dates.

Lost and Found

Please label all your student's belongings with his/her first and last name. If lost items are turned into the office, it is easier to return items to their owners if they are labeled. If you or your child needs to check the lost and found, please stop by the office. Lost articles which are not claimed within a two-week period will be donated to a charity for those in need.

Lunch Program

The cafeteria is provided as a service to children who prefer a hot lunch, salad, or sandwich. This is maintained and supervised by the Broward County Food Services Department. Our school staff supervises the children while they eat lunch.

Students are not permitted to bring outside fast food, soda or glass containers.

Money may be deposited in your child's lunch account by submitting payment online (available through the school's website) or sending in a check or cash in an envelope that has been clearly marked with your child's name, homeroom, and lunch number. Please monitor the balance in your child's lunch account.

All parents are encouraged to apply for free or reduced lunch for the school year. Percentage of families completing free and reduce lunch applications in connecting to funding for additional staff and resources for students. Parents must reapply each year verification of household income may be required.

Media Center

Every student is given an opportunity to use the Media Center in connection with classroom work and to read for pleasure. Students must return books and materials when due. If a book is lost or damaged, the student is expected to pay the amount designated by the Media Specialist. Students will not be permitted to check out books until outstanding books have been returned. Unpaid balances are charged as student obligations. The media center is always looking for parent volunteers. If you would like to volunteer, please see our volunteer coordinator.

Medication Administration

School Board policy states that schools may not give any medication(s) to children during school hours unless a Medication Authorization Form is completed by the doctor and the parent. This form may be obtained at the school office. All medication authorizations for chronic or long-term conditions shall be good for twelve (12) months. In case of an acute illness, medication shall not be given for more than one (1) week. The Medication Authorization Form must have signatures of the **parent** and the **doctor**.

Medications given at school must be provided in current original containers with original pharmacy labels. Have the pharmacy fill your prescription in two (2) labeled containers so there is proper labeling at home as well as at school. The labels must include name of student, name of drug, directions concerning dosage, time of day to be taken, name of the prescribing physician and date of prescription.

Parents are responsible for seeing that adequate supplies of the medication are provided for the school. Students may not bring the medications to school. An adult must bring Medication(s) to school. If you have any questions, please feel free to call the office at (754) 323-6500.

Morning Announcements

Daily opening exercises begin at 8:00 AM. These announcements are conducted via closed circuit television by students, teachers, administration, and guest speakers. This is the time of the day for important announcements regarding student and teacher activities. Please arrive on time so that your child will be able to participate in this special program.

Newsletter

The newsletters will be posted to the Meadowbrook Elementary website the first Friday of each month. Please be sure to read the newsletter carefully for upcoming events, meetings, holidays, and other important information. This is our way of keeping you informed about what is happening at school. Website at: <https://www.browardschools.com/meadowbrook>.

Open House/Annual Public Meeting

Open House and The Annual Public Meeting is an opportunity for the parent to get more acquainted with their child's curriculum, classroom rules, and procedures and gain valuable information about Meadowbrook Elementary. Attendance is highly recommended.

Parent Involvement

There are many ways to get involved in your child's school. You are strongly encouraged to become part of the many organizations designed to make a difference in our school. Our wonderful PTA can use your support, as could our School Advisory Council (SAC) and School Advisory Forum (SAF). Contact your child's teacher, the PTA, or the front office if you would like more information on how you can get involved.

Parent Teacher Association (PTA)

The PTA holds scheduled business meetings during the school year. All parents and interested persons are invited to attend these open meetings. Notices are published in the school newsletter and on the school's Website. Our emphasis is on family involvement. Volunteers are always welcome at Meadowbrook Elementary, and help is always appreciated! The PTA is important to Meadowbrook Elementary School. PTA meetings and activities provide a relaxing, informal opportunity for parent

involvement in the school. Please watch for notices of meetings/activities and plan to attend! Through the PTA, parents are encouraged to contribute their time and talents to the school. More information on volunteering will be provided during the school year. The PTA also financially supports supplemental activities for students. Please get involved!

Parent Link

All schools in Broward County utilize the Parent Link system. Parent Link gives schools and departments the ability to deliver truancy notification calls to student's homes, deliver phone and e-mail messages about school functions, and deliver phone and e-mail messages concerning school or district emergency situations.

Physical Education (P.E.)

All students are expected to participate in Physical Education. For minor medical problems, a note from the parent excusing the student from class will be honored. If the medical problem is serious or chronic, written instructions from a physician indicating specific restrictions and the duration of non-participation are necessary. It is the responsibility of the parent to make the physical education teacher aware of any changes in the physician's original order.

Planners

Students in grades Kindergarten through fifth grade will be issued a student planner at the beginning of the school year. Students will be required to use the planner daily as part of developing organizational and study skills. Parents should review the planner daily and sign each night. The planner is also used for home-school communication.

Reading

Reading is paramount at Meadowbrook Elementary. It is our goal to help students develop a love for reading. Students are required to read nightly for 20 minutes and record daily reading activities on their Reading. Younger and non-reading students should have their parent/guardian read with them for 20 minutes.

Report Cards

Report cards are issued to elementary students at the end of each quarter. You are asked to review the report card carefully and discuss it with your child. A parent or legal guardian must sign the appropriate section on the envelope and return it to the school promptly. Space is provided on the report card sleeve to request a parent/teacher conference.

Request for Class Change

Student placement is always done with careful consideration. Your child's educational and emotional needs are important to us. Your request to have your child reassigned will be looked at carefully. Please contact the office if you wish to begin the class change process.

Safety Patrols

Safety Patrols have the responsibility of encouraging safety procedures within our school environment. The Safety Patrols are under the supervision of a staff member.

School Advisory Council (SAC)

The School Advisory Council (SAC) is a school-based group intended to represent the school, the community, and those persons closest to the students. The group shares responsibility for guiding the school toward continuous improvement. The district School Board is responsible, by Florida law, for establishing an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Parents are encouraged to attend and become a member of the advisory council, which meets once a month.

School Advisory Forum (SAF)

The School Advisory Forum (SAF) involves parents and community stakeholders in the operation of the school. The SAF is comprised of representatives of parents, students, and community served by the faculty, staff, and administration of the school. County level decisions and how they affect Meadowbrook Elementary School are discussed at the monthly meeting. Every parent is encouraged to attend and participate.

School Phones

School telephone access lines are limited. Therefore, children will be permitted to use the phone only for extreme emergencies (illness, change of clothes, etc.). Adults can assist in addressing this situation by planning with children. Changes in after school plans, rainy day weather plans, etc., need to be addressed prior to the time a student departs from home each morning.

Textbooks

Textbooks are issued free of charge to all students. If textbooks are lost or damaged beyond reasonable use, parents or guardians will be charged a full replacement price.

Truancy Program (BTIP)

Increasing student achievement is one of the school district's major system priorities. For your child to be successful in school, it is critical for your child to attend school every day. Florida Law states that you are responsible for your child's attendance. Section 232.19(7)(a), Florida Statutes, provides that a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning their child's truancy.

The Broward County Public Schools and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Your child's attendance will be monitored on a daily basis and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office may take appropriate

action up to and including criminal prosecution of the parent/guardian of the truant child.

Each time your child is absent you are required to notify the school within 48 hours, either by contacting the office by telephone, or sending a note stating the reason for the absence. If the school is not notified, the absence is considered unexcused.

If you need further information about this truancy prevention program, please contact Ms. Thomas, Intern Principal.

Uniform Policy

Our Unified Dress Code Policy consists of the following:

- Docker style pants/shorts/skorts/jumpers must be navy blue or khaki
- Collared, polo-style shirts must be light blue, royal blue, navy blue, yellow, or white
- School logo on a collared polo shirt is preferred.
- Jeans/denim material is PROHIBITED except for School Spirit Fridays when worn with a School Spirit shirt.
- Baggy pants, sagging pants, and cargo pants are PROHIBITED.
- Caps are allowed for P.E., weather conditions, religious reasons, and medical reasons only.

In the event your child comes to school wearing inappropriate attire, you may be contacted and asked to bring appropriate clothing to school.

Parents may request exemption from the mandatory uniform policy by completing a waiver. The application for exemption must be completed in full and submitted to the school principal within the first ten (10) school days of a student's initial attendance.

Virtual Counselor

Virtual Counselor is a Broward County Schools Website available to parents and students for accessing information regarding your child. The Virtual Counselor link is found at <https://www.browardschools.com/virtualcounselor>. If accessing this Website for the first time, you will need to create a login and password. This will require you to enter information about your student including their 10-digit student number along with other personal data you have provided to the school. Most students will have this 10-digit number written in their agenda book after the first week of school. Please be sure you enter the exact information that is on file at the school.

Visitors

As a security measure and for the protection of all children, any time you visit the campus you are required to sign-in at the office and obtain a visitor's badge. **A valid driver's license or government issued identification is required as proof of identification to enter campus.** You are always welcome to visit Meadowbrook, but as a courtesy to students and teachers, please contact the office prior to your visit. Requests to visit a classroom must be made 24 hours in advance.

Volunteers

Volunteers are welcome at Meadowbrook Elementary School. As always, student and staff safety are of utmost importance. Therefore, in accordance with SB1774/HB, Florida Statute 943.043 all individuals wishing to assist with students in any capacity at school, including class parties or on field trips must complete a volunteer on-line application at <https://www.browardschools.com/volunteer>. The approval process takes approximately two weeks. A specific volunteer badge will be made for everyone that has been approved.

We would like to receive the "Golden School Award." This award is given to schools with a large number of assistance hours generated by their volunteers. Please help us by being a volunteer and getting involved in our school. It is the children who benefit the most!

Volunteers are required to login and logout in the main office.

Please obtain your badge from the main office and wear it at all times while on campus. Return your badge after signing out.

Withdrawals

Parents wishing to transfer their child from Meadowbrook Elementary to another school should advise the teacher of this transfer as soon as it is possible. All textbooks and library books are to be checked in. Records will be forwarded to the receiving school as requests are received.

Tips to Parents

We have a mutual friend, **YOUR CHILD**. It is our desire to make our school a happy learning environment for all. We will strive to enrich the children's experiences through the use of books, audio-visual aids, carefully planned units of work, bus trips, and various educational materials while at school. As an interested parent, you can do much to help. The suggestions given below are some helpful things you can do.

- Help your child start the day right. See that your child has plenty of sleep. Avoid unpleasant situations so that the child will begin the day in a happy frame of mind. This is an important factor in a successful day at school.
- Visit the school. Some parents never visit the school until trouble arises. Let your child feel you are interested in the school and the teachers.
- Join and work with the PTA.
- Be sure to send a note or call the school explaining absences.
- For the health and safety of all students, Broward County School Board policy does not permit the distribution of home-baked goods to students. This includes, cakes, cookies, cupcakes, etc. You may send in foods prepared and purchased from a store. However, these items must be cleared with the classroom teacher in advance.
- Give the child an opportunity to share responsibilities.
- Encourage your child to finish a task begun.
- Encourage your child to learn to eat different foods.
- Mark sweaters, jackets, book bags, etc., with your child's name.
- Arrange individual conferences with your child's teacher.
- Carefully read all notices and bulletins the school may send out. Also be sure to read the Meadowbrook Newsletter which is posted the first Friday of each month on our school website <https://www.browardschools.com/meadowbrook>
- Notify the school immediately if your address or telephone number changes so that records may be kept up to date.
- Read to and with your child.
- Appreciate the work your child brings home. It will encourage additional efforts in the future.



2022 - 2023
Meadowbrook Elementary School
Parent Handbook Acknowledgement Form

*Meadowbrook Parents please go to
<https://www.browardschools.com/meadowbrook>
to review the Meadowbrook Elementary Parent Handbook.
Your signature below indicates that you have read and understood the
Meadowbrook Elementary School Parent Handbook.
Please sign and return to your child's teacher by
Thursday, August 25, 2022.*

Student Name _____

Teacher _____ Grade _____

Student Signature _____

Parent Signature _____

Date _____