

Meadowlawn Middle School

Quick Reference Guide for Students/Parents

The Lancer Way

- ▶ **L ---- loyal**
- ▶ **A ---- attentive**
- ▶ **N ---- noble**
- ▶ **C ---- courageous**
- ▶ **E ---- encouraging**
- ▶ **R ---- respectful**

Lockers

- ▶ You may go to your locker after you are released from your staging area and before going to 1st period.
- ▶ Put all backpacks, phones and personal items in your locker at this time
- ▶ You may return to your locker before and after your assigned lunch period if you need to get and return a lunch box.
- ▶ At the end of the day you may retrieve your back bag and items as needed.

Entering and Exiting School Expectations

- ▶ Campus opens at 9:15.
- ▶ You are to only enter and exit the school through the car circle gate or bus circle gate. Never in the front of the school. Parents are not permitted to drop off or pick up in the front of the school.
- ▶ Jumping over the gates or fences will result in an immediate consequence
- ▶ You are never allowed in the front of the building.
- ▶ You must exit through the gates to 62nd Avenue or 16th Street and walk around on the sidewalks.
- ▶ Disrespect to crossing guards will result in a school consequence.
- ▶ 9:15 you may enter the cafeteria for breakfast and you must remain until dismissed.
- ▶ Bike riders- Each pole supports two bike locks.
- ▶ Car riders- move to the front of the line, Gates will lock at 4:25.

Tardies

You must be inside of the classroom after the four minutes.

Teachers will enter you as tardy for every period.

- ▶ 1st Tardy- Warning
- ▶ 2nd Tardy- Lunch detention
- ▶ 3rd - After school detention
- ▶ 4th – Saturday detention
- ▶ 5th Tardy- ABC
- ▶ 5+ Tardies- Admin decision

If you do not attend after school detentions the parents will be called and you will be required to attend Saturday detention. If you miss Saturday detention you will be suspended from school.

Excessive tardy list student is ineligible for participation on a sports team. Coaches will send out a roster to whole staff. Coaches must be contacted of excessive tardies.

At the end of each grading period an excessive tardy list will be compiled. The listed students will receive an automatic ABC for each tardy. Administrators will highlight the excessive tardy students immediately, at the start of the new grading period.

Electronics

- ▶ Electronics include cell phones, iPods, iPads, game players, ear buds etc. and MUST be in a locker at all times.
- ▶ If electronics are not put away, you will be sent to your locker to put the phone away. On the second plus offense, consequences will be issued and parents will be required to pick it up at the end of the day.

Cafeteria Expectations

- ▶ Must be seated by the time the bell rings or you will be escorted to the lunch detention table.
- ▶ You are expected to remain seated and raise your hand if they need to get up for any reason.
- ▶ Students will be called by table to enter the food line
- ▶ Lunch first, then snack.
- ▶ Students will be called by table to clear their trays.
- ▶ Clean up your areas.
- ▶ Volume needs to remain at a conversational tone.
- ▶ Walking is expected at all times in the cafeteria.
- ▶ When an adult is speaking on microphone you must be silent.
- ▶ Not following directions results in lunch detention.
- ▶ Student will ask an adult for the bathroom key, if they need to use the restroom.
- ▶ No food or drink is permitted outside of the cafeteria!

Dress Code

- ▶ We need to dress in an appropriate manner that does not negatively affect the learning environment.
- ▶ Violators of the dress code will need to call home for a change of clothes or be assigned to ABC.
- ▶ Detailed dress code is posted on the website.

School and Classroom Expectations

- ▶ Students must always carry their 3 in, 3 ring binder.
- ▶ Students must dress according to dress code.
- ▶ Students must not use nor have any electronic devices.
- ▶ Students must leave all bikes and scooters in the bike rack. They are not permitted on campus.
- ▶ Students are not to enter the school with food or drink other.
- ▶ Must have a pass when in the hallway.
- ▶ No Loitering in the courtyards before or after school.
- ▶ If you need to see a counselor, or an AP, a student request form must be turned into the office and they will call you when they are available.

People To Know

Principal- Ms. Parris- Main office

Principal's Secretary, Mrs. Ortiz- Main Office

6th Grade AP- Mrs. Zitelli- 6th grade office

7th Grade AP- Mrs. Therrien- 7th grade office

8th Grade AP- Mr. Blanco- 8th grade office

Data Manager- Ms. Brake- Main office

Bookkeeper- Ms. Pupke -Main office

Volunteer Coordinator/Take Stock in Children- TBD- Main office

Nurse- 1-106

Campus Monitor- Mr. Thurman- 1-121a

Librarian- Mrs. Hornbeck- 4-101

Prevention Specialist- Ms. McQueen- 6th grade office

Counselor- Ms. Sutphin- 6th grade office

6th grade Secretary- Ms. Dickey - 6th grade office

7th grade Secretary- Ms. Frietes- 7th grade office

8th grade Secretary- Ms. Nichols- 8th grade office

School Resource Officer- Officer Settle- 4-101G

Social Worker-Ms. Wohlfelder - 4-216

Psychologist-Ms. Metellus - 4-216

Behavior Specialist- TBD-4-103

Head Plant Operator- Mr. Miguel

Cafeteria Manager- Ms. McCray- Cafeteria