

MEADOWLAWN MIDDLE SCHOOL 2021-2022

MONITORING + MOTIVATING =
SUCCESS

“CREATING A PRODUCTIVE LEARNING ENVIRONMENT FOCUSED ON PRODUCING SELF-DISCIPLINED STUDENTS WHO WILL DEVELOP SKILLS TO BECOME LIFE-LONG LEARNERS.”



MEADOWLAWN MIDDLE SCHOOL

School Vision: 100% Student Success

School Mission: Meadowlawn Middle School will employ strategies to provide **mindful and equitable learning** for diverse learners to improve student outcome while maintaining a safe, controlled learning environment.

WEDNESDAY, AUGUST 11, 2021

DAY 1 PROCEDURES

- Period 1: Copy schedule, binder expectations; COVID precautions
- Period 2: Lunchroom times and procedures
- Period 3: School wide Procedures
- Period 4: PBIS Incentive Program- LANCER LOOT
- Period 5: Before School/Dismissal (BUS) Procedures, Breakfast expectations
- Period 6: Dress Code Policy
- Period 7: Review

DAY 1 PERIOD 1

SCHEDULES, BINDER EXPECTATIONS

- Put your schedule on top of your desk if you have a physical copy.
- If you do not have a schedule, where can you find it?
- DO YOU HAVE A CARD AND PENCIL READY????

THE LANCER WAY

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



DAY 1 PERIOD 1

STUDENT BINDERS

- Every scholar should have a two inch 3-ring binder with tabs or a multi-subject spiral with sections and pockets in addition to their laptop.
- Teachers will have clear expectations for their section.
- All notes / work should be kept in binder / spiral; allows usage during tutoring or when completing assignments.
- Planner should go in front of 3-ring binder if using a 3-ring binder.
- Teachers may give a combination of paper and digital resources for students to keep.
- **Scholars are encouraged to make digital folders within One Drive to help stay digitally organized.**

A - Attentive



DAY 1 PERIOD 1

COVID-19 PRECAUTIONS

- Masks are optional, but recommended, this year but still a tremendous way to help stop the spread COVID-19, other types of flus, and the common cold.
- Social distance a minimum of 3 feet as possible: outside, hallways, cafeteria, classroom, etc.
- Utilize hand sanitizing stations and wash hands frequently.
- Limit the sharing of materials as much as possible by **bringing your own supplies**. This decreases the possible spread of infections.
- Water fountains will remain closed. Bring a filled water bottle with you to school. It can be refilled in the cafeteria during lunch.

R - Respectful



DAY 1, PERIOD 2

CAFÉ TIMES AND PROCEDURES

- **A lunch: 6th grade** **11:29-11:59**
 - Scholars go to lunch immediately after period 2
- **B lunch: 7th grade and MMI** **12:19-12:49**
 - Scholars go to lunch immediately after period 3
- **C lunch: 8th grade** **1:09-1:39**
 - Scholars go to lunch immediately after period 4

DAY 1 PERIOD 2

CAFETERIA EXPECTATIONS

HAVE YOUR ID READY; NO ID: STATE ID TO CASHIER

- Must be seated by the time the bell rings or you may be escorted to the lunch detention table.
- You are expected to remain seated and raise your hand if you need to get up for any reason.
- Scholars will be called by table to enter the food line.
- **Social distance in line and do not crowd the cashier.**
- Scholars will be called by table to clear their trays.
- **Clean up your areas. We work as a team: if you are asked to throw something away, please do it.**

CHOOSE A SEAT

- **There will be assigned seats.**
- 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! Adult will count down from 5-1. All must be silent by 0.
- No food or drink is permitted outside of the cafeteria.
- Food cannot be delivered to MMS.

DAY 1 PERIOD 3

DISCIPLINE PROCEDURES AND CONSEQUENCES

R - Respectful

- Lockers will not be assigned. Please utilize some type of bookbag to carry your laptop, charger, binder, and school supplies daily.
- All cellphones, earbuds, electronics, etc. must be out of sight **while in class and grade level hallways.** **Ask your grade level administrator for the campus policy.** Your teacher will explain the process in their individual classrooms.
- If a scholar is found with phone out without permission, the scholar will be asked to turn off the phone and put the phone in his/her backpack / book bag. On the 2nd offense, the teacher will email the grade level secretary AND administrator so that an RTL consequence can be given.
- All classroom doors MUST remain locked for safety precautions.

DAY 1 PERIOD 3

SCHOOL WIDE PROCEDURES

Bathroom expectations:

- **Please PLAN your restroom breaks between class periods.**
- **After the first 10 minutes scholars will be escorted to the bathrooms. Teachers request the escorts via Teams and scholars will wait for the escort.**
- **No restroom escorts are given the last 10 minutes of the period.**
- **Wash your hands before you leave.**
- **You should return to class in about 4 minutes.**
- Refill of your water bottle can be done at lunch period. You may bring an extra 16 oz water bottle for the classes after lunch. Please do not ask to go to fill a water bottle during the class periods.

DAY 1 PERIOD 3

SCHOOL WIDE PROCEDURES (COC PG. 50)

Tardies:

- Exit class and go directly to the next class stopping to use the bathroom. Walk and Talk with friends between classes.
- You must be in your seat in the classroom when the tardy bell rings.
- Teachers will enter tardies in FOCUS for every period.
- You will receive consequences based on the number of tardies you receive or tardy sweeps.
- Parents will be notified of detentions and if you do not attend after school detentions. You will be issued another consequence.
- Excessive tardies may make a scholar ineligible for participation in school-wide sports team. Coaches will send out a roster to whole staff.

DAY 1 PERIOD 3

Tardy Sweeps:

- Will occur at random periods and announced on the intercom.
- Scholars are not allowed into class without a pass and are immediately assigned a detention.
- Be in the classroom on time, in your!

Attentive



DAY 1 PERIOD 4

POSITIVE BEHAVIOR SUPPORTS

- Scholars receiving at least 5 Es for conduct on their report cards and no Ns, will be given a special reward celebrating their great work that quarter.
- Scholars who have not received any failing grades, have less than 2 tardies, and no referrals for that grading period will be rewarded for their great work that quarter.
- VIP Breakfast- Scholars may be invitations to breakfast based upon assessment/progress scores, grades, behavior, and/or teacher recommendations.
- Random awards may be given based upon on-time behavior and/or great cafeteria behavior.

Courageous



DAY 1 PERIOD 4
PBIS

Lancer Loot



What is Lancer Loot?

Money you can earn by following the LANCER WAY

- Loyal to your school and friends
- Attentive in all classes
- Noble (doing what is right)
- Courage to do the right thing
- Encouraging to self and others
- Respect self and others



"Intelligence plus character – that is the true goal of education." - Martin Luther King, Jr.

What can I do with my Lancer Loot?

The store is located inside the cafeteria to the left of the stage. The current plan is to have the store open on Thursdays, but this could change.

What can I buy?

- School supplies
- Trinkets
- Candy / snacks
- School rewards or privileges.
- Other fun items come in and out of the store every week

*******Please note if your loot is not signed or stamped by a teacher AND does not have your name on it you will not be able to purchase from the store.*******

- No refunds. We will not search for lost or stolen loot. It is your responsibility to keep track of it.



DAY 1 PERIOD 5

BEFORE AND AFTER SCHOOL PROCEDURES

- Campus / building doors will open for scholars at 9:20.
- You must walk all bikes, scooters, and skateboards upon entering campus. You must lock them up in the bike compound. For bike riders, each pole supports two bike locks.
- Walkers /bikers/ skateboarders can enter and exit the school through the car circle gate (62nd Ave gate), bus circle gate (16th St gate), or the front of the school.
- Jumping over or crawling under the gates/fences will result in an immediate consequence.
- Scholars arriving on campus after 9:40 AM will need to enter through the front office area for a late pass.
- Car riders- move to the front of the line, we don't have time to wait. Gates will lock at 4:15.
- Disrespect to crossing guards will result in a school consequence.

DAY 1 PERIOD 5

BEFORE SCHOOL PROCEDURES

- Breakfast for all scholars can be picked up at a mobile cart to be eaten before entering the building or glass doors. Upon entry students will go directly to their first period classroom.
- 6th grade students will be dropped off in front of the school. Cars must go drive around the car circle before dropping off in front. 7th and 8th grade students will be dropped off in the car circle.
- Walkers can enter through the 16th Street gate and enter via the bus circle or via the 62nd Ave gate via the car circle.

Entry Points for Drop-offs (Car) and Walkers/Bikers (62nd Ave Gate)



Buildings Labeled in Black:

Buildings 1, 2, 3, 4, 5, Portables

Entry Points for Scholars who walk, bike, or scoot in Red

Drop Off Points in Green

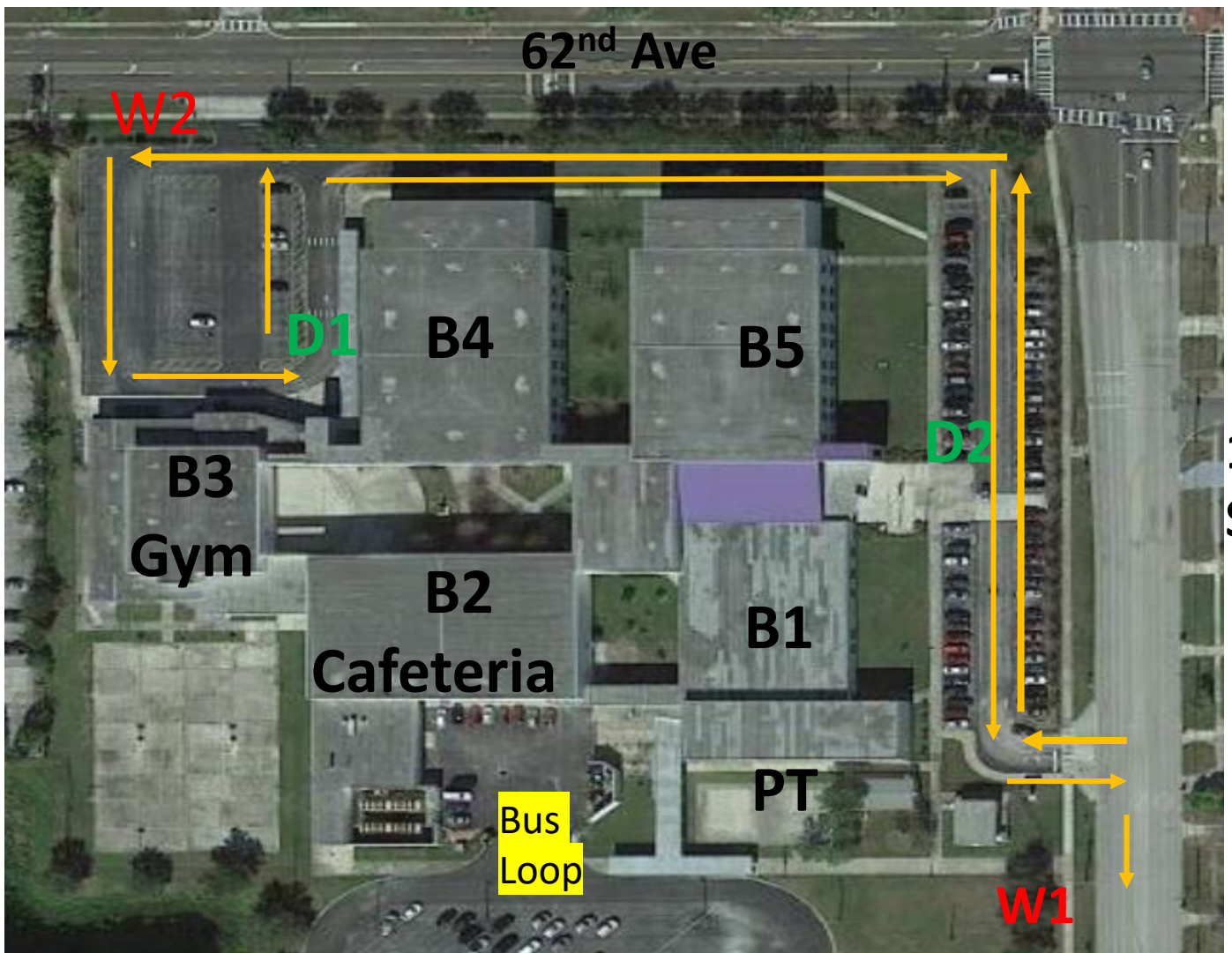
W1 – 16th Ave Gate

W2 – 62nd Ave Gate

D1 – car circle drop off for 7th and 8th grades

D2 – front of school drop off for 6th grade

Drive Around the Entire Circle Before Dropping Off Student(s)



16th St

DAY 1 PERIOD 5 BUS PROCEDURES

BEFORE SCHOOL

- If your bus arrives late, and you want breakfast, get a pass from the staff member on duty as you exit the bus to go to a cart outside of the cafeteria if the cart has left the bus area. Once you are finished with breakfast you get a pass to 1st period from the supervisor.
- You must eat and get to class to ensure you are present for instruction.

AFTER SCHOOL

- Walk on the outside of the buses to get to your bus.
- After school program vans are located at the bus circle.
- Buses leave promptly at 4:15.
- **If you miss your bus, it will be your responsibility to call home and secure a ride.**
- Please exit campus immediately no matter whether you ride the bus, get a ride, bike, scoot, or walk.

DAY 1 PERIOD 5 BREAKFAST EXPECTATIONS

- Students will receive a grab and go breakfast from a mobile cart nearest to where they enter the building.
- Students will eat at their entry point before entering. **Once they enter, they go directly to their 1st period classroom.**
- Students entering on a late bus will eat at a mobile cart near the bus circle (or by the cafeteria if the cart left) before receiving a pass to class.
- Please throw all trash away properly and help keep our campus clean!

RESPONSIBLE



DAY 1 PERIOD 6

DRESS CODE POLICY (COC PG. 38)

- Meadowlawn promotes and emphasizes moderation in dress and appearance/grooming.
- Clothing and/or grooming should promote a positive educational environment that is not distracting to learning.
- No clothing is to be worn with profanity, violent images, sexual phrases, gang relations, drug/alcohol references, etc.

DAY 1 PERIOD 6 DRESS CODE POLICY –

The following are items are not allowed at Meadowlawn.

- Any tight-fitting skirts and miniskirts (pencil, maxi, bubble skirts, high/low etc.)
- Tops/shirts/blouses with over-sized necklines that expose shoulders or bra straps
- No tank tops
- Tops with spaghetti straps even if hidden by a jacket that typically remains unzipped and falls off of the shoulder revealing the straps
- Low cut tops or V-neck shirts
- Tops that do not completely cover the midriff even with arms raised and when seated
- See through tops
- Leggings as pants, unless they are covered by shorts or skirts that fall no more than three inches above the knee
- Tight-fitting leotard/spandex type clothing
- Shorts/skirts/dresses that are shorter than three inches above the knee
- Pajamas and house shoes / slippers
- Jeans or pants that reveal skin above the knee.
- No hats, bandanas, hoods, etc.
- Pants worn below the waistline or sagging
- Exposed underwear / undershorts

DAY 1 PERIOD 6

DRESS CODE POLICY

Consequences:

- Student will be required to change, except for head covering which must be taken off and put away. If the student does not have a change of clothes the parent will need to provide a change of clothing. Student will be sent to in-school suspension (IC) until appropriate clothing is provided.
- Excessive violation (defiance): Administrative action

Attentive



DAY 1 PERIOD 7 REVIEW

- Review dismissal procedures.
- Are you permitted on campus before 9:20? after 4:15?
- How do you exit for buses?
- Where do you exit for car pick up?
- What is the restroom procedure?
- What was your biggest take away from today?
- What questions or concerns do you have?

DAY 2 PROCEDURES – THURSDAY, AUGUST 12TH LANCER WAY

L ---- loyal

A ---- attentive

N ---- noble

C ---- courageous

E ---- encouraging

R ---- respectful

DAY 2 - THURSDAY, AUGUST 12TH

- Period 1- discipline policy
- Period 2- discipline policy
- Period 3- Tutoring
- Period 4- Responsibility
- Period 5- Common Board Configuration
- Period 6- Evacuations
- Period 7- Review

DAY 2 PERIOD I

DISCIPLINE POLICY PART I

- If this is your first day, place your schedule on top of your desk.
- Copy your schedule into your planner.
- If you have papers to return, please place them on top of your desk.
- Turn in your Code of Conduct to page 98.
- Besides the physical copy, the code of conduct is located on the Meadowlawn webpage under Quick Links: select Student Code of Conduct: <https://www.pcsb.org/meadowlawn-ms>
- Give two examples of a Level I offense.
- Why is it important for students to behave in a safe and orderly manner?

Noble



DAY 2 PERIOD 2 DISCIPLINE POLICY

- Review the matrix of Infraction Consequences located on pages 98-99.
- What are some consequences for student misconduct?
- Level 1 offense?
- Level 2 offense?
- Level 3 offense?

What is the difference between suspension and expulsion?

DAY 2 PERIOD 3: TUTORING

Tutoring 8:15-9:10 am AND 4:15-5:15 pm

- Tutoring will be offered face-to-face and is free. The start date will be communicated at a later date.
- Time will be spent exclusively on homework help / credit recovery or skill and drill practice
- Morning tutoring for credit recovery only – dates TBD
- Afternoon tutoring M-TH

DAY 2 PERIOD 4

TAKE RESPONSIBILITY

- Scholars and staff will keep hands, feet and objects to themselves.
- Scholars and staff will respect the rights and property of others.
- Scholars and staff will act courteously and in a respectful manner.
- If confronted / corrected by a staff member, please stop, speak politely and provide your name if asked.
- Physical horseplay and running in the halls puts others at risk and should not occur. Too many times people are accidentally injured or scholars become extremely upset.

DAY 2 PERIOD 4

TAKE RESPONSIBILITY

- Walk to the right in all hallways, walkways, and stairwells on campus.
- Scholars are not permitted in halls without a pass in hand unless being escorted.
- Scholars will use a conversational voice when traveling on campus.
- Scholars will WALK and TALK between classes. Standing idle is not permitted.
- Scholars will always follow the most direct (shortest route) between classes.
- Scholars will only be in designated areas. The back stairwells in buildings 4 & 5 are for emergency use only. Consequences are assigned for scholars in these areas.

DAY 2 PERIOD 5

COMMON BOARD CONFIGURATION

Every classroom will have the following information available for you to reference during the class period.

1. Learning Target/Standard- What am I going to learn?

2. Agenda- How will I learn it?

3. Formative assessment- How will you know you learned it?

4. Real world connection- What do I do with what I learned?

*** Always know what you are learning, why you are learning it, how you are learning it, and what you are going to do with this knowledge.*

DAY 2 PERIOD 6

EVACUATION PROCEDURES

- Walk in a safe manner with your teacher and classmates: IN A LINE. Report directly to the designated area.
- Remain with your teacher and class until told to return to the building by your teacher.
- Remain SILENT during the evacuation.
- Review lock down procedures from the Emergency Plan
- Review duck and cover procedures from the Emergency Plan

DAY 2 PERIOD 7 REVIEW

- Write a summary of your school day. Include pertinent details that you have learned from today.
- Remind scholars to return information from the Back to School packet.

DAY 3 – FRIDAY, AUGUST 13TH LANCER WAY

L ---- loyal

A ---- attentive

N ---- noble

C ---- courageous

E ---- encouraging

R ---- respectful

DAY 3 - FRIDAY, AUGUST 13TH

- Period 1- Extra Curricular Activities
- Period 2- Attendance Policy
- Period 3- Harassment
- Period 4 – Loyal
- Period 5 – Attentive & Noble
- Period 6 – Courteous & Encouraging
- Period 7 - Respectful

DAY 3 PERIOD I EXTRACURRICULAR

We have several sports in which you may participate (if and when they are offered).

You must have a sports physical on file, purchase health insurance from the district vendor,, and have a GPA of 2.0 from the previous semester in order to play sports.

Sports:

- Volleyball
- Basketball
- Track and Field
- Cheerleading

Loyal

DAY 3 PERIOD I

EXTRACURRICULAR

- 5000 Role Models
- Special Olympics
- Battle of the Books
- Chess Club
- Drama Club
- Girl Scouts
- Girlfriends
- GSA
- Kindness Club
- National Junior Honor Society
- LIVE free
- Robotics / STEAM
- Safe Club
- Student Council
- Yearbook

Encouraging

DAY 3 PERIOD 2 ATTENDANCE

Bring in a doctor's note for all absences and turn into the grade level offices.

- Scholars with a recorded excused absence will be permitted to make up work.
- Even though the teacher should have procedures in place of where to find absent or make up work, it is the responsibility of the scholar to speak to the teacher about make up work. The scholar must ask for the work within the first 3 days of his/her return.
- Each teacher will set deadlines for the work to be made up.

DAY 3 PERIOD 3

HARASSMENT

- General Harassment- The act of using unwelcome gestures, works, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person.
- Bullying- The act of unwanted and repeated written, verbal or physical behavior including any threatening, insulting or dehumanizing gesture that is severe or pervasive enough to create an intimidating or hostile environment that unreasonably interferes with the individual's school performance or participation.
- Cyberbullying- The act of using information and communication technologies to support deliberate, **repeated**, and hostile behavior by an individual or group that is intended to threatened or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance.

DAY 3 PERIOD 3

HARASSMENT

- Racial- The act of discriminating against another person which discrimination is prohibited by law- race, color, gender, national origin, or sexual orientation, including any verbal, non-verbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such repetitive conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment.
- Sexual- The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequences.

DAY 3 PERIOD 3

HARASSMENT

Types of Bullying

- Physical (hitting, kicking, tripping, shoving, etc.)
- Verbal (name calling, teasing, threats, etc.)
- Emotional (spreading rumors; social exclusion; public humiliation; sexual, religious, racial, sexual orientation harassment; etc.)
- Cyber (use of computers, cell phones, cameras, etc.)

DAY 3 PERIOD 3 HARASSMENT

Tips for scholars:

- **Tell a trusted adult**
- See Grade level Office for “See Something Say Something” access
- Report the offense on www.sandyhookpromise.org/say-something-tips/
- The link above is located on the Meadowlawn website under quick links

- **Bullying is against the law and will not be tolerated at Meadowlawn Middle School**

DAY 3 PERIOD 4

MEADOWLAWN MIDDLE SCHOOL PBIS

- **Staff, Student, Families and our Community will COMMIT ourselves to the task of providing a Positive, Safe, and Respectful school environment that Encourages Learning, Cooperation, and Compassion to ALL.**



DAY 3 PERIOD 4

LOYAL

- Being loyal means to have a strong feeling of **support** or alliance – and this is the basis of every strong relationship.



DAY 3 PERIOD 5

ATTENTIVE

- paying close attention to something and or to details.



DAY 3 PERIOD 5

NOBLE

- showing fine personal qualities or high moral principles and ideals.



DAY 3 PERIOD 6

COURTEOUS

- **Respect for and Consideration of yourself, your friends, your family, your school and your community!**



DAY 3 PERIOD 6 ENCOURAGING

- Giving someone Support or Confidence



DAY 3 PERIOD 7

RESPECTFUL

- **Showing politeness**

