

Al Meiklejohn Elementary School

13405 W. 83rd Pl.

Arvada, CO 80005

Office (303) 982-5695

Attendance (303) 982-5694

MEIKLEJOHN FAMILY HANDBOOK



Welcome to Al Meiklejohn Elementary School and the Jefferson County Public School District

This handbook is created to provide you with information about our school operations.

We are proud of our long standing academic, social, and personal development for each Meiklejohn student.

We are proud recipients of the Governor's Distinguished Improvement Award as well as the John Irwin School of Excellence Award.

Our mission statement is important to our work each day with our students.

We at Meiklejohn are a community of learners committed to engaging in opportunities for growth as critical and creative thinkers.

- *Relationships*
- *Teamwork*
- *Personal achievement*
- *A safe and supportive environment*

Our best work for the students is supported through our positive interactions and communication.

I speak for the entire staff in expressing our appreciation in having this opportunity to work with your children. I look forward to another year working with our students, staff, and school community.

We are committed to providing a quality education that prepares all students for a successful future. Please stop in to say “hello” or with celebrations, questions, or concerns. I look forward to another great school year!

We also invite you to visit our school and District websites for additional information.

<http://www.meiklejohnelementary.org>

<http://www.jeffcopublicschools.org>

GENERAL INFORMATION

Office Phone: 303-982-5695

FAX line: 303-982-5696

Attendance Line: 303-982-5694

Website: meiklejohnelementary.org

Meiklejohn Elementary

Office hours: 7:00am – 3:15pm

School hours KG-5th: 7:45am – 2:45pm

PK: 8am - 2:30pm

Breakfast: 7:25am - 7:40am

Jeffco Generations

Content Mastery	Students understand academic concepts and are able to apply and transfer that knowledge into multiple settings. Students must also understand how to access and process changing information, updating their own thinking and processes.
Civic & Global Engagement	Students take active roles in their communities, are prepared to be participatory citizens in our constitutional republic, and are engaged with issues of local, national, and global concern.
Self-Direction & Personal Responsibility	Students take initiative, are inquisitive, entrepreneurial, and curious. They persevere through challenging situations, take calculated risks, and stand accountable for their actions. They continually advocate for their own needs as well as the needs of others.
Communication	Students learn to effectively communicate in written, digital, artistic, and oral forms. Students learn to explore and articulate their own points of view, while respectfully exploring and understanding the perspectives of others.
Critical & Creative Thinking	Students learn to evaluate, weigh evidence, and apply reasoned decision-making to problems. Students learn to use imagination, innovation, and ingenuity to solve problems.
Collaboration & Leading by Influence	Students learn to work together, harnessing the power of teamwork, and learn the importance of influence to motivate others to get things accomplished.
Agility & Adaptability	Students learn to change in response to dynamic situations, environments, and complex problems. Students adjust to disruptions, ambiguity, and uncertainty in themselves, their organizations, and their communities – and thrive in spite of the obstacles.



Meiklejohn is committed to:

- Maintaining a safe and welcoming environment for students, parents, staff, and community members.
- Developing a professional climate that provides opportunity and supports success for all students.
- Providing a school setting where positive discipline standards are understood and displayed by all members of the Meiklejohn school community: students, staff and parents.

MEIKLEJOHN POLICIES AND PROCEDURES

Art, Music, STEM, and Physical Education – *Specials classes*

Kindergarten through fifth grade students receive instruction in one of these areas each day.

The programs operate around the district standards, benchmarks, and assessments. Students wear or bring gym shoes on P.E. days.

Assessments

Our standards-based education environment necessitates the development and coordination of a comprehensive assessment plan that focuses on student learning and growth with accountability at all levels. The content standards define the results of what we want students to know and do, and a carefully designed assessment system is essential to provide a valid and reliable measure of those results. A comprehensive system increases student motivation and commitment to high quality work, builds student confidence and ability, enables students to be reflective, self-directed, and supports appropriate curriculum and instructional decisions.

Extra-curricular Activities

We recognize that children have, and need, interests beyond their daily academics. The Meiklejohn After-School Enrichment Committee has been an incredible addition to our school community and orchestrates a variety of opportunities for students in our school. Explanation of offerings and sign-ups become available online as these opportunities are determined.

.Food (During school sanctioned events)

The Meiklejohn Elementary food policy is supported by the Jeffco Public School's Wellness Policy. This policy is intended to promote a balanced selection of snack treats and healthy food items for all school sanctioned events during and outside of school hours. Through our school health team efforts, involving both parents and staff, we have developed thoughtful practices to ensure that our children have healthy options at school events and that parents are aware of food consumption at school. The goal is to help provide a balanced assortment of edibles for our students to select from during school-sponsored events.

Kindergarten

Students must be age five by October 1 to enroll in Jeffco School's kindergarten.

Homework

Homework is purposeful, supports instruction and is a review and independent practice of skills and concepts reflecting instruction.

Numerical guidelines: 10 minutes of homework per grade level, per night: i.e. 1st grade = 10 minutes, 3rd grade = 30 minutes, etc.

Homework varies with teachers, grades and classrooms.

Library

- Library books are loaned for two weeks with a one-week grace period before overdue book reminders are given to the students.
- There are no overdue fees on library books, but students with overdue books will not be allowed to check out any other books until the overdue books are returned.
- Students may renew a book as long as no one else has placed a request for that book.
- Students who damage or lose a library book will be charged a fee to cover the replacement cost of the book.

Make Up Work

Children are expected to make up school work missed due to illness or other absences. Per Meiklejohn Elementary and the Board of Education Policy: make-up work is provided by the school for excused and unexcused absences, and adhere to the following guidelines:

- Excused Absences – Parent & School communicate the absence
Students who complete make-up work in the required period of time will receive full academic credit (two days for every day absent).
An extension may be granted by the school administration.
- Unexcused Absences – no parent communication or contact with school to identify/confirm absence
Students who complete the make-up work in the required period of time will be penalized no more than one letter grade from the grade earned.

Materials Sent Home With Students

No materials other than school/classroom & PTA information are sent home in Thursday folders without office approval.

We provide an opportunity to display all non-school related fliers/brochures in the main hallway entrance.

Math: Illustrative Math

The District math curriculum is standards-based and works to meet the individual needs of each student based on information teachers gather through authentic tasks and formative assessment. Our primary resource is Illustrative Math which will focus on using multiple strategies for problem solving through the use of hands-on activities and cooperative group work. Homework may include games and complex problem solving. Homework is assigned as needed to reinforce the concepts introduced in class.

Reading/Writing

The reading curriculum is the Jeffco curriculum and our reading resources include: Into Reading, Orton-Gillingham and Heggerty Phonemic Awareness. Instructional focus is on reading strategies, as well as reading for enjoyment and lifelong learning. Students read a variety of literature from different genres and receive instruction at their individual reading level based on formative, on-going assessments. Instructional practices include guided reading, phonics instruction, phonemic awareness, fluency practice, vocabulary development and comprehension skill development. Whole group, small group, individual, shared and silent reading; combined with read-aloud all occur as part of the literacy block.

Report Cards

Written progress reports (report cards) are provided at twelve-week intervals. See calendar for specific trimester dates.

Technology

We provide 1:1 access for our students grades K-5. We are not a 1:1 environment as all assignments and learning are not done via a device. We believe in the balance of technology and paper/pencil and the importance of reading books via hands. However, we recognize the importance of technology in our classrooms and understand teaching our students digital citizenship and access to technology is important. The Meiklejohn library houses computer stations for student research and book searches. The library and classrooms utilize available technology i.e. document cameras and *Smartboards* to support curriculum instruction and student need.

Special Education

Interventions are provided for students, as needed, within the classroom setting. Students identified through the Rtl process or an Individual Education Plan (IEP), become involved with our team of special education staff. Together with our classroom teacher(s) we assess needs and provide determined services. This is done in collaboration with parents. Schools in Jeffco operate a Multi-Tiered System of Support (MTSS) process to identify students needing strategic and intensive instruction to reach academic proficiency. The MTSS model is an approach to service students providing prevention and intervention services to all students with increasing levels of intensity.

Student Thursday Folders

Teachers distribute student folders to go home on Thursdays. The folders contain things such as student work, school communications, newsletters, and the school lunch menu. We strive to send only school related communications. Our entryway displays a variety of fliers and opportunities for students and families to participate in. These fliers are communications that will not be sent in your student's folder.

Students New to our School

Meiklejohn Elementary strives to maintain a positive welcoming environment for our entire school community. We greet our new students, assist them in navigating the building and feeling comfortable within their new surroundings while making sense of our school culture, norms and procedures.

ATTENDANCE: ABSENCES and TARDIES

Absences

Parents are asked to call the school attendance line, **303 982-5694, option 1** - to report absences. This is a recorded message and can be done 24 hours a day, at your convenience. **As a safety measure, it is important that parents make every effort to contact the attendance line prior to the start of the school day or the main office after school has started to notify us of your child's absence.** We will attempt to contact parents who have not notified the school of their child's absence to verify the status of students.

Below is the district board policy as it relates to absences and tardies. Please read it carefully as some verbiage may be new.

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The district establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year. All schools will have attendance rules which incorporate the district's attendance requirements as outlined by district policy and regulations.

The following shall be considered excused absences:

- 1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.*
- 2. A student who is absent for an extended period due to physical, mental, or emotional disability.*
- 3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.*
- 4. A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.*
- 5. A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.*

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Schools will then notify the parent or guardian if the absence will be considered unexcused pursuant to district policy.

Students who are 18 years of age or older could petition the principal to call themselves in as absent. The student shall meet with the principal and work out an agreement.

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In

order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences; or, 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

The school will enforce the written district policy for makeup work.

Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, will have their 'Continuous in School' and 'October' New to School' codes reset.

When prior notification is not received by the school, it is the policy of the district that school personnel will notify parents of the student's absence.

Unexcused Absences

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, 'sneak days,' 'ditch days,' and 'prank days,' and circumstances determined by the principal. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school of the unexcused absence.

Unexcused absences and tardies may subject the student to appropriate penalties. These may include school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent absenteeism may, in the judgment of the teacher and school administration, result in a failing grade.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

A student who arrives after the scheduled time that a class begins, but meets the State Board of Education requirements of the attendance period, shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy or excused tardy as applicable). A student who arrives after the scheduled time the class has begun but does not meet the State Board of Education requirements of attendance period shall be considered absent for that entire period.

Arrival and Dismissal

Arrivals: Students are invited into classrooms at 7:35 a.m. The school bell rings at 7:45 a.m. **Students arrive no earlier than 7:35 a.m.** This allows us to provide proper supervision for safety and security. When students arrive on school grounds they are encouraged to go directly inside the building. They may enter through the unlocked front entry or west main doors. Students are not allowed to play on the equipment before morning entry.

Dismissal: The school day ends at 2:45 p.m. We encourage students to leave the school grounds and proceed home. Supervision is not provided for after school play on our playground.

- Students who are supervised by parents may stay and play following dismissal.
- Children may come back to play on the equipment after they have checked in at home.

Check out procedure

Parents are required to come into the office to sign their child out of school.

Children will never be sent home during school hours until the office has first contacted the parents, or prior arrangements have been made with the teacher, parent(s) and office/principal.

In the event of a **school closure/evacuation:** students are only dismissed to parents, legal guardians, persons listed on their emergency card, or those persons with written permission from parents/guardians.

A **picture I.D. is required** and parents may be called for verification.

While each situation is different, we will adhere to our emergency management plan guidelines to ensure the safety of students and staff. Our school evacuation site is the Depot at the 5 Parks community center.

Emergency Contact Information

Any change in home telephone number, cell phone number, emergency contact information, etc. should be changed on your child's Infinite Campus account. This is for the protection of your child in case of an incident or illness that warrants the school to seek communication with parents. Please provide all requested information so that the

school can communicate appropriately in an emergency and to support the wellbeing of our students.

School Closures

If weather conditions or other emergency situations require that any or all buildings in Jeffco Public Schools close or experience delays, local radio and TV stations will announce closures as well as our district website, <http://jeffco.k12.co.us/communications/closures.html>.

Additionally, every Meiklejohn family will receive a telephone call through the district's School Messenger system to alert families in the case of a weather-related school closure. These announcements are usually made by 6:00 a.m.

Parents may also call the Jeffco Public Schools' information hotline, 303-982-6600, which will announce closures by 6 a.m., or access.

In the event of situations involving severe weather the school district follows a clearly defined procedure for deciding whether to close schools. School officials contact a network of individuals and agencies throughout the county, including police departments, road crews and the state highway department, to learn road conditions before deciding whether schools should be closed.

BEHAVIOR EXPECTATIONS

Discipline

The purpose of the Meiklejohn discipline system is to create an environment that is safe and conducive to learning. We make every effort to uphold our primary goals at school to ensure the safety of all of our students.

Levels of Intervention (discipline)

These steps will be followed to resolve a behavioral problem:

Step 1: Problem is resolved at the classroom level (Self-correction/personal empowerment)

Step 2: Problem is resolved at the classroom level (Student with teacher)

Step 3: Problem is resolved at the family level (Student, teacher, and family involvement)

Step 4: Disciplinary action with Principal direction.

Steps 3 and 4 typically involve communication with parents.

Playground

Meiklejohn's grounds are defined by the surrounding fence and sidewalk. The play area consists of the blacktop surfaces, equipment areas and use of the Arvada Parks and community ball fields. Students are to play within the designated area and stay on the play areas in sight of the adults on duty.

- For safety and security our students are provided verbal permission and a pass from the adult supervisor to leave the play area and/or enter the building.
- Children are encouraged to preserve the appearance of our school grounds by not littering and staying off of the landscaped areas.
- All food is to be kept in the building to further help preserve the appearance of the school grounds.

Students are to demonstrate **Safety, Respect, and Responsibility** through the following guidelines:

- To assist in proper supervision and student safety of the playground, children will play inside the designated school boundaries.
- Playground safety and courtesy are to be observed at all times ([rules for specific equipment can be found here](#))
- Whistles signify the end of recess, students line up at a designated point and proceed to their rooms as discussed with their classroom teacher.
- Students are to arrive at school no earlier than 7:35 a.m.
- For safety reasons students are to refrain from playing on the playground equipment before school.
- Students are asked to leave the school grounds promptly after school at 2:45 p.m. to ensure their safety and a connection with home and family. With parents permission, students are welcome to return to the playground after checking in at home.
- Bicycles and scooters are to be walked, and skateboards are carried on school grounds during the school day. 7:00 a.m. – 3:00 p.m.
- For safety reasons:
 - Please only slide down the slide
 - Only one person on the swing at a time
 - All snow and ice is to remain on the ground
 - Please avoid sliding on the ice
 - Please only throw/kick objects designed to be thrown/kicked· *Heeleys* skate shoes may be worn to school. Wheels are removed when in the

building. They may be used at play during outside recess on the blacktop area. These shoe types are not recommended/not allowed for use in gym class for safety/health reasons.

Responsibilities and Rights

Meiklejohn Elementary students are expected to abide by rules and guidelines outlined in the District Conduct Code booklet. Please see our school website for that.

Additionally, we are committed to encouraging the concepts such as honesty, integrity, respect for self and others, and acceptance of responsibility for one's own actions. In this way, we can avoid most situations where negative consequences are necessary. We believe that children learn best when they are allowed to experience the consequences of their actions.

STUDENT DRESS CODE

Our Student Dress Code is aligned with the District Code. In addition, students are expected to dress appropriately for all weather conditions. Items that are specifically prohibited at Meiklejohn:

- Hats (inside classrooms)
- See-through clothing, muscle shirts, fishnet tops, short shorts/short skirts, and sagging pants which allow for exposure of inappropriate body parts (i.e. chest, buttocks, midriff) or which reveal a student's underwear
- Clothing which advertises drugs, alcohol or tobacco; clothing with offensive language, clothing which has been altered with inappropriate writing, drawing, or markings.

Should concerns arise regarding the dress code, the student is referred to the office/principal. Parents are contacted to discuss next steps and support continued proper student attire for school.

Appropriate Dress for Physical Education Class:

- Students are required to wear tennis shoes for physical education classes. If tennis shoes are not available for indoor PE activities, students will be required, for safety reasons, to remove street shoes and socks.
- Dress code in line with the District/School code.

HEALTH

Clinic

The Meiklejohn staff is concerned about the health and well being of all our students. Our clinic is available for those children who become ill or are injured at school. If a child runs a temperature of 100 degrees or greater, has vomited, or has an injury that appears to require medical attention, parents will be notified to come pick up their child. Please continue to update your contact information as needed.

Contagious Diseases

Please report to the school office any contagious disease your child may have (chicken pox, impetigo, measles, pink eye, strep throat, Fifth's disease, etc.) If your child complains of a fever, sore throat, nausea, etc. in the morning, please heed the warning and check further before sending him/her to school.

Medications

The Medication Policy for Jeffco states that prescription, nonprescription, or herbal medication will be given only if the medication cannot be given appropriately outside of school hours. If medications are to be administered at school, the following apply:

- All medication must be brought to the school clinic in the original labeled container.
- Prescription medication labels must state the student's name, name of the medication, how often it is to be given, the dosage, when the medication is to be stopped, and the name of the prescribing physician.
- A medication form (#924), available in the school clinic, must be filled out by the parent for all prescription, nonprescription, and herbal medications.
- The physician must sign the form for all prescriptions ordered for fourteen days or longer. Medication needs to be picked up at the end of the school year. If not, it will be destroyed.

When to Keep Your Child Home from School

If your child is not feeling well, your physician is the best person to consult about whether or not he/she can go to school. Common sense, concern for your child's well-being, and the possibility of infecting classmates should all contribute to the decision about whether your child should stay home. As a general guideline, keep him or her home if he/she:

- Has a fever of 100 degrees or more.

- Has vomited twice in the last 24 hours.
- May be contagious to other children.

LUNCH

Anti-bacterial hand wash is provided to students for hygiene upon entering the Cafe to eat.

Students have access to the restroom facilities throughout the recess/lunch period as needed.

- Lunch is free but certain grades may purchase snacks. You may prepay online at <https://www.schoolcafe.com/JEFFCOSD>
- Parents are welcome to join their children for lunch. Please sign in at the main office when you arrive to have lunch.

Inside Day for Lunch Recess

In case of inclement weather during the lunch period, students will be kept indoors for lunch recess. Students will spend the 20 minute lunch recess in their grade level classrooms or the gymnasium. Because of our quickly-changing microclimate at Meiklejohn, there are no concrete guidelines that constitute an inside lunch recess. The school district recommends that schools conduct inside recess if the temperature is below 22 degrees Fahrenheit (wind chill included) and/or there is precipitation.

Additionally, we may call an inside recess if there is excessive snow, water, and ice on the play areas, as well as strong wind. If for health reasons, you wish your child to remain indoors during recess, please send a written note to the classroom teacher or main office.

Parent/Teacher Conferences

Quality education requires open and timely communication between parents and teachers. In order to support our work in educational excellence, formal scheduled conferences will be held twice a year during the dates published on the school calendar. Parents are encouraged to contact their child's teacher to arrange additional meetings any time this collaborative opportunity would be of benefit to the students. Fall conferences are scheduled around the end of the 1st trimester (all students will have one). Spring conferences will be held around the beginning of the 3rd trimester (these are held due to teacher and/or parent requests). Please see our calendar for specific dates for this school year.

PERSONAL ITEMS BROUGHT FROM HOME

Some teachers may have "Show 'N Tell" activities in which students are allowed to bring items to school to share with classmates. In this case, teachers ask that the items come to school in a bag/container and returned home at the end of the day. Please see guidelines on pets before bringing any animal into the school.

Meiklejohn Elementary is not responsible for electronics, sports items, or other personal items brought to school by students.

Snacks

Each grade level has a snack time during the school day and we encourage all snacks to be nutritious. Classroom teachers will determine the time and structure of their classroom snack policies and procedures. This information will be communicated to families in order to help parents plan food items sent accordingly. Please do not send soda or red liquids for drinks. Both liquids when spilled are difficult and time consuming to clean and stain carpet. Classrooms will be aware of and sensitive to food allergies of students. At Meiklejohn we request that no soda pop or candy be included in snacks at school. Those items may be brought for lunch and eaten in the cafeteria. Please do not bring in or send snacks/treats/birthday favors, etc to acknowledge student birthdays. This is often a disruption to classes and instruction. In addition, please do not send in balloons, flowers or gift bags to your child during school. Teachers will continue to acknowledge student birthdays in their classrooms.

If your child has unique food needs/issues please contact the office and clinic with information to assist us in supporting your child.

SAFETY & SECURITY

Bicycles/Scooters/Skateboards/Rollerblades

Bicycles and scooters may be ridden to and from school provided the guidelines below are followed. A student who does not follow the safety rules may have their riding privileges revoked.

- Students walk their bicycles and scooters on the school sidewalks while on school grounds.

- Bicycles/scooters are parked in the bike rack at the west entrance area upon arrival at school.
- The bike cage is **not** locked during the day.
- Locking of bikes is recommended as we are not responsible for lost or stolen items.
- The use of a helmet is encouraged.
- Students may ride skateboards and rollerblades to school, but are asked to carry them while on school grounds.

Dogs and Other Pets

We request that dogs not be brought in the school or on the grounds in an effort to maintain a safe, clean environment for all of our students and avoid potential negative incidents around children and between other pets. It is important to acknowledge and respect the varied comfort level of our children around animals and take all precautions available.

- Please be sure to communicate to classroom teachers any animal allergies or anxieties that your child may have.
- Pets brought in for show and tell are viewed on the playground, weather permitting.
- Smaller pets contained in cages can be shown in the classrooms with approval from the classroom teacher.

Fire Drills/Emergency Drills

Fire drills are held each month. We hold two emergency drills each year. One drill is our lockout/lockdown drill. The other is an emergency building evacuation drill or safe shelter drill. These drills provide us with the practice to continue operations within the safest environment should the need arise.

TRANSPORTATION

Buses

Children must abide by the behavior contracts distributed by the District transportation department. The school office has schedules of the stops and times for school.

Cars/ Parking Lot Procedures

We value and respect that each driver using our facilities will be thoughtful and cautious around the school area when driving. Your courteous and patient attitude will support a safe and efficient drop off and pick up of our children each day. Students enter/exit the building through the front doors and west side entrance. Students may enter the school after 7:35.

Students may go to classrooms beginning at 7:35 a.m.

Exceptions are day care users and school activities that meet prior to 7:45.

- When entering the building, please park in the designated slots in the parking area in front of the main office and out of the way of the front drive through zone (south side of the school). The school parking lot is available too.
- **The front loop is for dropping off students. This is the FIRE-EMERGENCY RESPONSE LANE. DO NOT park/leave cars unattended next to the sidewalk in this area.**
- Proceed to the office to sign in and secure a pass if you plan to visit beyond the front office.
- Do not park in the bus lanes located on the west side of the building. Cars impeding bus traffic can be ticketed and towed. Day care users may use the bus loop before and after the buses have dropped off or picked up school students.

MISCELLANEOUS INFORMATION

NO additional treats for students are brought into classrooms during the school day: i.e. birthday celebrations.

Honoring this helps us limit classroom learning interruptions during the school day, may reduce food allergy situations and provide families an understanding that their children are not provided foods beyond lunch/snack without their knowledge/permission.

Meiklejohn does not operate a classroom/student reward system based on candy/food.

Our students do a great job of doing the “right thing” intrinsically and they work hard without the extrinsic rewards associated with schools at times. Our Accountability Committee has created the Meiklejohn Wellness Advisory group and our work is in line with changes in state and district guidelines for healthy schools.

Lost and Found

We maintain a lost and found at the school. It is located at the front door. Lost lunch boxes, clothing, and miscellaneous articles may be claimed there.

Money, jewelry, and other valuables are held in the office for identification. After being on display each month: unclaimed lost and found items are donated to charity. Urge your child to check for lost items.

Please label lunch boxes, backpacks, outerwear, and other “loose” items with your child’s initials / first and last name.

Phone Use for Students/Phone Messages

Students may use the classroom phone to contact parents as needed. Students are asked to seek permission from their teacher so that we are aware of phone use and any concerns driving the urgency to contact you. If the calls are not urgent, we request that after school arrangements for pickup, and requests to “go play at someone’s house”, are decided prior to the start of the school day.

If there is an urgent or emergency situation, please ask for the principal or secretary. We will assist you in getting a message to your child as needed.

Cell phones may be brought to school. They are the responsibility of the student and are stored and turned **off** and kept in the student's backpack during the school day. Smart watches may be brought to school. They are the responsibility of the student and should be in ‘school mode’ or silenced throughout the day. Failure to follow these policies could result in a phone or smart watch being turned over to the teacher until a parent can come pick it up.

Pledge of Allegiance

Colorado School Law 22-1-106 states “Each school (district) shall provide an opportunity each school day for willing students to recite the Pledge of Allegiance in public elementary and secondary institutions. Any person not wishing to participate in the recitation of the Pledge shall be exempt from reciting and need not participate”.

At Meiklejohn Elementary the flag is displayed in classrooms and the opportunity for reciting the Pledge of Allegiance is provided.

PARENT INVOLVEMENT and the PTA

PIE (Partners in Education) Committee

The purpose of the Meiklejohn Elementary Accountability Committee is to provide an opportunity for our school community of parents, teachers, support staff, administrators, businesses, and students, to be involved in our school operations, school improvement conversations, and the development of collaborative plans and goals that meet the requirements set forth in Colorado Statutes and Regulations of the Colorado Department of Education. This committee uses the Collaborative Decision Making process to arrive at consensus as needed. Committee members serve in an advisory role to the principal and plan ways to possibly enhance the quality of education in the school by assessing needs, and developing, monitoring, and evaluating building-level goals.

Accountability meetings are most often held on the second Tuesday of the month from 5:45-6:45 p.m. in the school library. Our PTA meetings are held immediately following this meeting. We openly welcome your attendance and participation.

PTA

Colorado PTA

Vision: Every child's potential is a reality.

Mission: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Meiklejohn Elementary PTA

Mission: To help each child reach their maximum potential through building a welcoming and engaged environment of parents, teachers, staff and the wider community and to encourage the support of school programs through the investment of time, energy and resources.

Meiklejohn Elementary values and enjoys the support of our Parent Teacher Association. This group looks to develop and support a variety of school activities and traditions. PTA plays a truly important role within our school community and purposefully supports our student body, our school culture and has been paramount in funding our school needs.

PTA meetings are most often held on the second Tuesday of the month from 7:00-8:00 p.m. Our Accountability meetings are held before this meeting. We openly welcome your attendance and participation.

See the school newsletter for specific PTA meeting dates and time.

PTA provides:

Enrichment - After-school Clubs

Meiklejohn's After School Enrichment Program centers around the continuing pursuit of excellence in our school. This program works to provide quality academic, physical, and social enrichment activities to Meiklejohn students to enhance their preparation for a successful future. The programs include:

- Mad Science
- Cooking
- Girls on the Run

Fall Fest

The Fall Fest is a fantastic way to kick off the new school year at Meiklejohn. The carnival consists of a variety of games of chance as well as games of skill and strength. In the past we have featured a Dunk Tank, carnival games, Laser Tag, Giant Bounce Houses, Food Trucks, Music and so much more!

Science Fair

The event is open to all students. Students create science projects, perform experiments, and do research and analysis. The projects are judged by local high school science students. Event setup is prior to school. Students present their project to the judges during school hours and an open house for all parents and students takes place in the evening.

Talent Show

The Meiklejohn Talent Show is open to all students. The event is held one evening in late winter/early spring each year in the Meiklejohn gym.

Teacher and Staff Appreciation

Volunteers coordinate and prepare food, gifts and other teacher appreciation activities throughout the year, with an emphasis on relief around testing weeks and National Teacher Appreciation Week.

5th grade continuation

Let's give those 6th grade parents a break for this end of May event! Volunteers would be, ideally, from the current 5th grade class, or the lower grades. Volunteers are needed on the planning committee, set-up/clean-up, food, etc.

Mileage Club

This is a year long, weather permitting, opportunity. Volunteers monitor the Running Club during lunch recess 2-3 times per week. Each session is approx. 1.5 hours. Volunteers are responsible for setting up field cones and punching lap cards for students. Sign up for a monthly spot or a weekly spot.

PTA Family Directory

Each year a directory goes out of PTA members who opt to be included in the directory. Cost is based upon PTA membership level. Every other year is a picture directory.

Our PTA sponsors two student parties each year (Halloween and Valentine's). Refreshments and activities are provided by PTA and the Room Parents. Parents are asked not to plan or request additional parties for their child(ren) at school during the year. Students who choose not to participate in such activities/celebrations may be dismissed, with parent permission, to return home or stay and work under supervision in the school library.

Our teachers acknowledge student birthdays in the rooms and we request that parents do not send in treats or gift bags to the classroom.

PTA Fundraising Opportunities

Silent Auction or ROAR Run

Our big fundraiser of the year. Many exciting items are auctioned off at this event. Funds go to buy many items for the school (hand bells, kiln, climbing wall). This event occurs in the spring.

Teacher Sweepstakes

Each year the teachers raffle off fun events (ice cream with the teacher, Wii party) for the students to do with the teacher of their choice. This event occurs during the spring.

Fall Fest

A great time for the whole family; many games and fun things to do. Plus we have food trucks come so you can get many tasty treats while helping the PTA raise funds to support Meiklejohn. This event occurs in the fall.

Restaurant Nights

Usually once a month you can eat out and the restaurant will donate a percentage of the profits back to the school. Check the PTA website for upcoming events!

Milk Caps for Moola

Turn your milk caps from any Longmont Dairy Farm products in (either to your classroom teacher or in the collection bin by the front office) and Meiklejohn receives 5 cents for each cap.

Amazon Smile

You shop, Amazon gives. The same Amazon you know and love, only Amazon will donate .5% of eligible purchases to Meiklejohn!

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