



MEADOWOOD EDUCATION CENTER

At Meadowood Education Center we develop the academic skill set, the character strengths, and habits of mind necessary to succeed in school and in life.

**PARENT/GUARDIAN/STUDENT
INTAKE HANDBOOK
2018-2019**

410-887-6888
Fax: 410-887-6889
1849 Gwynn Oak Avenue
Baltimore, Md 21207

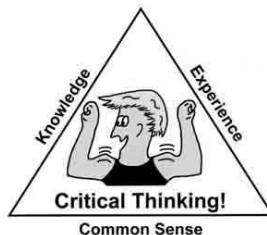
Meadowood Education Center Policies and Procedures 2018-2019

Success at Meadowood

Success comes from effort and the willingness to cooperate. Success at Meadowood is NOT a matter of chance or good luck. Every student is expected to be successful by choosing to follow the Meadowood Program!



STOP



THINK before you act!

POINT SHEETS/HOMEWORK AGENDAS

Point sheets are our way of communicating with both the student and the parent/guardian regarding each student's daily progress. We have found that when parents/guardians review and sign point sheets every day, the student's performance is much better than those of the students whose point sheets are not signed regularly.

- **Point sheets must be brought home, reviewed, and signed by a parent/guardian every night.**
- Signed point sheets are worth 10 points.
- Parents/guardians are strongly encouraged to review BCPSone to monitor grades and missed assignments.
- The sections of the point sheet indicate the student's performance for the day.

TRANSITIONS

- All students are escorted to all of their destinations during the school day; this process is called "transition."
- **During transition, students are expected to report to the assigned class in a quiet and orderly manner at all times.**

ADJUSTMENTS

- One of Meadowood's strategies for helping students correct their behavior is our system of adjustments. An adjustment is our way of warning a student to **stop** and **think** before making any more inappropriate choices.
- If a student fails to follow any staff member's directions or fails to follow any of Meadowood's expectations, the student will be given an adjustment for the infraction.
- Each adjustment reduces the daily point total by one point.
- Students are expected to accept adjustments without discussion or argument.
- Teachers frequently indicate the reason the student earned the adjustment(s); that is very important for both the student and parent/guardians.
- If a student chooses to argue about an adjustment, the student will be given another adjustment for arguing.



SOCIAL ADJUSTMENT ROOM (SAR)

The Social Adjustment Room (SAR) is both a prevention and intervention for students who are having difficulty in school. SAR is designed to help students get ready to return to the academic setting. Using the school wide problem solving strategy, students are helped to **stop** and **think** about their behavior, **make their choice** about how to handle the problem appropriately in the future, **act** on their choice, and **evaluate** their new decisions.

The following are the progressive discipline steps:

- **1st SAR referral:** Meet with Behavior Interventionist (BI) and the Teacher Calls home.
- **2nd SAR referral:** Meet with BI and a Phone call home from BI (**2 SAR referrals in one day will result in staying in SAR for the rest of the day**)
- **3rd SAR referral:** Meet with BI, Phone call home from BI, student placed on behavior contract and referred to counselor with referral details.
- **4th SAR referral:** Meet with BI/Phone call from BI/Required Parent Conference (RPC) with administration to establish a behavior contract to maximize student success.
- **5th SAR referral:** Meet with administration, BI contact and suspension

The following behaviors will result in an AUTOMATIC SAR referral:

- **Foul and Abusive language.** Students are expected to use school appropriate language. **Physical contact, Threatening, or Posturing.** These types of behavior will not be accepted while students are at Meadowood.
- **Disorderly and unsafe behavior**
- **4 adjustments in one class the student will be sent to SAR.**

Baltimore County Public Schools Regulations

- **All BCPS regulations and policies are in full effect at Meadowood.**
- **Fighting is not tolerated and creates an unsafe learning environment any fighting will result in an automatic ranging from 5 to 10 days suspension from school with police involvement.**

Gang related behaviors

- **NO STUDENT WILL BE ALLOWED TO ENGAGE IN ANY GANG RELATED DISCUSSION, SEND ANY GANG RELATED SIGNALS, OR DRESS IN ANY WAY THAT INDICATES GANG INVOLVEMENT, AT ANY TIME, FOR ANY REASON.**

Alcohol, drugs, smoking and weapons

- **In accordance with BCPS policy, possession and/or use of any the above items is prohibited on school property and are illegal. MEC has zero tolerance for all of these items.**

Bus- Transportation

Parents/guardians must understand and convey to their child that **riding the school bus is a privilege not a right**. This privilege may be temporarily suspended or permanently revoked if a child's behavior jeopardizes the safe operation of the bus or the safety of other children riding the bus. Speak with your child about the importance of obeying the safe riding rules.

- Cell phone use is prohibited on the bus. Follow directions the first time they are given.
- Stay seated, facing forward at all times.
- Keep all body parts inside the bus.
- Keep hands, feet, legs, arms, personal property, and your voice to yourself.
- No eating, smoking, drinking, or vulgar language at any time on the bus.
- Parents/guardians have the responsibility to ensure that their children know, understand, and follow all bus rules.
- Any request and/or changes with transportation must be made in writing in advance.

MAKE GOOD CHOICES!

DRESS CODE:

We expect our students to be dressed for an academic atmosphere of purposeful learning and responsible citizenship. Students attending Meadowood Education Center have a responsibility to dress and groom themselves appropriately. Students have the option of wearing uniforms from their home school if their home school requires uniforms. All students need to wear clothes that are appropriate for learning at Meadowood Education Center. **The principal and his staff are responsible for determining and enforcing regulations governing proper dress and grooming of students.** Any type of dress or grooming which is disruptive will not be permitted. (Board of Education Policy 5520 and the Superintendent's Rule 5520)

These guidelines will help you make good choices about what to wear to school, so that your parents don't need to be called:

For all students the following items WILL NOT be worn at school:

- **Outerwear (large coats). They must be placed in lockers when students arrive in school.**
- **Shirts that expose the stomach or are low cut in front, back, or sides; excessively tight or see-through shirts, sheer, fishnet fabrics (clothing with large holes), halter tops, off the shoulder, low cut tops, and bare midriffs are not allowed.**
- **Pajamas are not allowed in school.**
- **Headwear including paisley design bandanas (No hats, hoods or head gear that ties). Students may not wear hoods in school buildings during the academic day. No head gears that ties is allowed.**
- **Bedroom shoes/slippers; are not appropriate for the educational environment.**
- **Undergarments may not be visible (i.e. underwear/boxers or bras).**
- **Students are not allowed to wear clothing that advertises or illustrates any drug/alcohol, and or tobacco related products, has any sexual connotations or promotes or illustrates violence.**

For all students the following items CAN BE worn at school:

- **All Shirts must have sleeves.**
- **Shirts and tops must cover the entire torso when standing or sitting, (shirts need to be long enough to be able to tuck the shirt in pants).**
- **Shorts must be as long as the longest finger when hands are placed to the student's side ("fingertip" length).**
- **Pants or shorts must be worn at the waist at all times.**
- **Clothes shall be sufficient to conceal undergarments at all times.**
- **Students are required to wear shoes at all times for health and safety reasons**
- **In cooler weather, students may wear a sweater or sweatshirt; or a fleece pullover or zip-up styles; vest or long-sleeved, students may not wear hoods in school buildings during the academic day.**
- **Appropriate head bands may be worn as long as it does not tie around the head or interfere with instruction.**

Students will be **required to wear proper school attire every day.**

Any student who willfully and continuously violates the dress code will be subject to disciplinary action, including but not limited to SAR or a suspension from school.

Meadowood Education Center: Dress Code Violation Consequences	
<u>1st Violation:</u>	<ol style="list-style-type: none"> 1. Student changes clothes (loaner clothes are provided if necessary). 2. Student reports to SAR
<u>2nd Violation:</u>	<ol style="list-style-type: none"> 1. Student changes clothes (loaner clothes are provided if necessary). 2. Documented and Parent/guardian is called and notified. 3. Student reports to SAR

ARRIVING AT MEC!

- **NO STUDENT IS ALLOWED ON MEC PROPERTY PRIOR TO 8:00 AM.**
- If parents are transporting students to school, the students must arrive between 8:00 and 8:10 am.
- Walkers and MTA riders must plan to arrive between 8:00 and 8:10 am.
- Students who arrive after 8:10 must be signed in on late attendance book.

Attendance

- If a student is absent, he/she must bring in a note explaining the absence.
- **It is the student's responsibility to ask teachers for any missed work. The student is required to turn in the missed work in a timely manner.**

Lockers

- Each student is assigned a combination locker and will be expected to place their notebooks in lockers at the end of each day.
- Students are expected to go to their lockers when they first arrive in the morning and before they leave at dismissal.
- Lockers are the property of the school and may be opened by staff.



Cell Phones

- Students **are not allowed** to have Cell phones, or other portable electronic devices in their possession during the school day.
- Students must keep these devices in their lockers and turned off during the school day.



Meadowood Education Center: Cell Phone Violation Consequences

1st Violation:

1. The devices will be taken and given back to the student at the end of the day.
2. Parent/guardian is called and notified.

2nd Violation:

1. The devices will be taken and the parent/guardian will need to come in to pick up the device from the principal.
2. Parent/guardian is called and notified.
3. Student reports to SAR.

School Materials

- Each student will be provided a **notebook, a take home folder, and a pencil case** for use while attending MEC.
- Non-instructional items are not allowed at MEC, we will provide everything your child needs to be academically successful.
- These materials belong to MEC; therefore, students are expected to maintain these materials in a respectful manner.
- Any student who vandalizes or destroys these materials will receive the appropriate consequences and will be required to replace destroyed property.
- Students must bring their take home folders to school each day. **This folder is our way of communicating daily with home and it is used to bring homework, class notes, point sheets, and homework agendas to and from school.**
- Personal items (combs, lotions, beauty products, key chains, etc.) are to be kept in lockers during the day.

NO Book bags, backpack, purses or fanny packs are allowed at Meadowood.



Restrooms

- Students will be escorted to the restrooms during AM Homebase. Student can also use the bathroom during lunch. Students are encouraged to use the facilities during these times so they are not missing class time.
- Students will be given 3 bathroom request passes each week. If students need to use the restroom at any other time of the day they must complete one of these bathroom request pass and a member of the staff will escort the student to the restroom.
- **No requests for the bathroom can be made during the first and last 20 minutes of instruction.**
- If the student has a documented medical problem that requires frequent use of the restroom, please provide the medical documentation to the school nurse so that the staff will treat the situation appropriately.

Breakfast and Lunch

- Breakfast and Lunch are served everyday at Meadowood
- Students may purchase meals or bring something from home.
- Students who sign up for a meal, must get it.
- Breakfast is not served after 8:30 am.
- If a student brings their lunch to school, lunch bags must be placed in student's locker until lunch time.
- **LUNCH Procedures and Rules:**
 - Students are to be escorted to the cafe and seated at their assigned tables.
 - Upon entering the café area students will place binders on the shelves.
 - Students are to remain seated until called, by table, to locker to retrieve bag lunch or to the lunch line
 - Once seated, students are not permitted to move from their seat without permission from a staff member.
 - Students who receive 3 adjustments during lunch will be assigned to SAR the remainder of that lunch shift as well as the lunch shift the following day.
 - At the end of lunch, students will be called to line up individually.
- **Glass bottles are prohibited at MEC, Cans and plastic bottles are discouraged.**
- **Gum, candy, and sunflower seeds are prohibited.**
- **Students are not allowed to sell or share any food or snacks brought from home.**



Meadowood Education Center

1849 Gwynn Oak Avenue

410-887-6888

Parent/Guardian-Student Signature Page

My signature on this page indicates the following:

1. I have received a copy of the Parent/Guardian-Student Intake Handbook
2. The handbook has been explained to me, and all my questions have been answered.
3. I have been told the time and bus stop location for my child. If I need to make any adjustments to my child’s transportation to and/or from school I will do so in writing. It is impossible to allow students to call home to verify for last minute changes.
4. I am willing to fulfill my responsibilities as a member of the Meadowood Education Center community.
5. I understand that Point sheets must be brought home, reviewed, and signed by a parent or guardian every night.
6. I will contact the appropriate member of the Meadowood faculty and staff if I have any questions or concerns.
7. I have been informed about the dress code and cell phone policy at Meadowood.
8. I understand the physical education is part of the Meadowood Program.
9. I understand that fighting at Meadowood will result in a 5 to 10 days suspension and the police will be involved.
10. I will make a sincere effort to conduct myself according to the Meadowood Education Center’s policies and procedures

Consent for Counseling

As part of the Meadowood Education Center (MEC) program, the school counselor, social worker, and/or school psychologist may provide individual and/or group counseling. By your signature below, you are giving consent for your student to participate in counseling activities.

_____ has my permission to participate in Counseling activities

Print Student's Name

at MEC. I understand that such sessions will be confidential.

Parent/Guardian Signature

Date

Student Signature

Meadowood Education Center

410-887-6888

1849 Gwynn Oak Avenue • Baltimore, Maryland 21207-5255

Fax: 410-887-6889

Physical Education Program Notification


Dear Parents/Guardians,

All registered Baltimore County Public Schools students are required by the Code of Maryland Regulations (COMAR) and the Maryland State Board of Education to participate in physical education (PE), grades k-8.

As part of our instructional program, Meadowood Education Center will implement a physical education program for all students. All students must be prepared to participate, wearing appropriate shoes (tennis shoes) and appropriate attire.

Given our spatial limitations, the physical activities program will be held in two locations: (a) outside on our property and (b) at Woodlawn High School (WHS) which is located directly across the street. On days when the PE activity necessitates the use of WHS, students will need to cross the street. The crossing of the street will be done under the supervision of MEC staff.

Sincerely,



Dr. Marquis Dwarte

Principal

I understand that physical education is a class and includes physical activities. I/We agree to hold Meadowood Education Center, the Board of Education of Baltimore County, its employees and authorized volunteers harmless should any mishap occur. I/We realize Meadowood's staff will do all possible to provide for the safety of my/our child. I/We acknowledge and give permission to my/our child to participate in an off-site setting for physical education class.

Parent/Guardian Signature: _____

Date: _____

Focused on Quality



Committed to Excellence

STUDENT HANDBOOK 2018-2019 ACKNOWLEDGEMENT FORM

Our school system is one of the best in the country. This is because we work as a team with you, staff, parents, and community members. You, the student, are a significant member of this team. Your cooperation shows in many ways:

- You take responsibility for your behavior.
- You help create a positive learning environment and school climate.
- You take pride in your school.
- You contribute to the effectiveness of your school.

We know this and are proud of you. With your help, Baltimore County Public Schools will continue to excel.

This form must be signed and dated by you and your parent after reviewing the 2018-2019 *Student Handbook*. **You must return the signed form to your school within five school days.**

Student's Last Name		Student's First Name
School	Grade	Homeroom Teacher

I have received a copy of the Baltimore County Public Schools 2018-2019 *Student Handbook*. The handbook was explained, and I was given an opportunity to ask questions. I have read and understand the code of conduct listed in the handbook and the consequences for all offenses. I was informed that I may meet individually with my assistant principal to discuss the handbook in more detail.

Student's Signature	Date
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I have discussed the *Student Handbook* with my child and we are aware of the student responsibilities and rights it lists. We have read and understand the code of conduct listed in the handbook and the consequences for all offenses.

Parent's Signature	Date
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This form is valid until it is replaced by a newly signed acknowledgement form or by September 30, 2019, whichever occurs first.

BALTIMORE COUNTY PUBLIC SCHOOLS
Office of Health Services

**Consent for Administration of Approved Discretionary Medications and
Health Contact Information**

Last Name: _____ First Name: _____ Date of Birth: _____

School: _____ Grade /Teacher: _____

Allergies (include all allergies): _____

List all medications your child receives on a regular basis: _____

Medical/Health Problems: My Child is followed by a healthcare provider for: (Check all that apply)

Asthma ADHD Diabetes Migraines Seizures Other (describe) _____

Is there a health problem that would prevent full participation in the school program or physical education program?

No Yes Describe: _____

I would like the following medication(s) made available to my child: *(please check)*

For Headache/Fever/Burns/Earache/Muscle Aches/Pain/Menstrual Cramps

For Upset Stomach

Acetaminophen *(like Tylenol)*

Ibuprofen *(like Advil)*
(age 12 and older/age 9 for menstrual cramps)

Chewable Antacid Tablets
(like Tums)

For Mild Allergic Reactions

For Coughs/Sore Throats

For Diaper Rash

Diphenhydramine *(like Benadryl)*

Cough Drops

Zinc Oxide

I do not want any medication given to my child in school.

Contact Information

Parent/Guardian 1 Name: _____ Parent/Guardian 2 Name: _____

Parent/Guardian 1 Home Phone: _____ Parent/Guardian 2 Home Phone: _____

Parent/Guardian 1 Cell: _____ Parent/Guardian 2 Cell: _____

Parent/Guardian 1 Work: _____ Parent/Guardian 2 Work: _____

Parent/Guardian 1 EMAIL: _____ Parent/Guardian 2 EMAIL: _____

Parent/Guardian Home Address: _____

Persons to whom student may be released other than parent:

Name: _____ Phone Number(s): _____

Name: _____ Phone Number(s): _____

Do you need assistance in obtaining health insurance for your child? No Yes

I understand that the above medications I have checked will be administered by the Registered Nurse/School Nurse in accordance with established protocols developed by the Chief Physician of School Health Services for the Baltimore County Department of Health and the Coordinator of Health Services for Baltimore County Public Schools. I understand that generic equivalent of medications may be used. My signature authorizes the release of my child to the persons listed on this page.

Signature of Parent/Guardian/Eligible Student

Date

Baltimore County Public Schools
Meadowood Education Center
 Student Information for School Year 2018-2019

First Name _____ Last Name _____ Grade _____

Address _____

_____ MD, _____ Date of Birth _____ - _____ - _____

To change the address, proof of residency is required. Contact your school for more information.

Siblings (attending BCPS)

Name	Relationship	School	Resides with student (yes or no)

Primary Guardian Contact: Contact in the event of a student absence, school closing or other emergency.

Primary Guardian Name:	Phone Numbers	Home, Work, Cell	Receive Texts? (Y/N)
Guardian Relationship:			
Resides with Student: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Address:			
City, State, Zip Code:			
Email:			

In addition to emergency notifications, the contact listed above may receive calls, emails, texts, and pre-recorded messages regarding non-emergent information. Non-emergent information is that which does not pertain to a school closing, medical or safety emergency. Non-emergent information includes, but it is not limited to: school calendar updates, student testing reminders, Superintendent's messages, school activities, and notifications pertaining to your student's daily activities, school responsibilities or events.

If you would like non-emergent notifications to be sent to a different number, please specify below:

Non-Emergent Number: _____ Ext: _____ Work Home Cell Receive Texts? Yes No

If you would like to opt out of non-emergent notifications, sign below. **NOTE:** Your signature confirms that you **will not** receive calls regarding non-emergent information. Signature: _____

Parents/Guardians may submit opt-out preferences for students in BCPS One through September 30th by logging into BCPS One (<https://bcpsone.bcps.org/>) and navigating to the Student Information tile. To change opt-out preferences after September 30th, contact your student's school.

Secondary Guardian Contact: Contact to be called if primary guardian contact cannot be reached.

Secondary Guardian Name:	Phone Numbers	Home, Work, Cell	Receive Texts? (Y/N)
Guardian Relationship:			
Resides with Student: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Address:			
City, State, Zip Code:			
Email:			

Student First Name _____ Student Last Name _____

In case of an incident or serious illness, school staff will contact a parent/guardian. In the event parents/guardians cannot be reached, please list people that may be contacted to pick up your student if necessary. If a parent/guardian or additional contact cannot be reached in a medical emergency, school staff will contact the child's physician/dentist listed on the health form. School staff may also make necessary arrangements, including calling an ambulance and transporting your student to the hospital. **NOTE: All early dismissals must be approved by a parent/guardian in writing.**

Additional Contacts: People to whom student can be released from school.

Name	Relationship	Telephone	Home, Work, Cell

Secondary students with cell phones may opt to receive text messages from the automated calling system in a school emergency. If you would like your student to receive emergency text notifications, please list the student's cell phone number below.

Student Cell Phone Number: () _____

NOTE: All parties that provide telephone numbers may receive calls or text messages from the automated calling system in a school emergency. Message and data rates may apply.

Upon notification by school staff, I agree to send my child home by taxicab if necessary. I also agree to be responsible for calling the cab and payment of the cab. Yes No

Does the student have a parent/guardian on full-time duty in the active military services of the United States or on full-time National Guard duty? Yes No

Do you want your child to participate in the Maryland Youth Tobacco & Risk Behavior Survey? (See the MYTRBS Fact Sheet, also enclosed, for more information)

DO NOT permit my child to participate in the Maryland Youth Tobacco & Risk Behavior Survey (MYTRBS).

BCPS One (<https://bcpsone.bcps.org/>) is a digital ecosystem that supports teaching and learning by providing users the opportunity to engage in the educational process through access to online tools, resources, and student progress. View only access to BCPS One allows a user to view student information such as attendance and report cards, as well as access the Learning Management System. Granting BCPS One view only access does not authorize the person to make any decisions regarding the student's educational program or participate in school conferences. **To grant view only access to people other than parents/legal guardians, list their information below and check by their name to APPROVE.** People that have previously been granted view only access by a parent/guardian will be listed below.

Name	Relationship	Email Address	Check here to APPROVE BCPS One View Only Access	Check here to REMOVE BCPS One View Only Access
John Doe	Step-Father	jdoe@gmail.com	N/A	<input type="checkbox"/>
			<input type="checkbox"/>	N/A
			<input type="checkbox"/>	N/A
			<input type="checkbox"/>	N/A

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child, UNLESS a parent has a court order that indicates otherwise. The school MUST HAVE A COPY OF THE CURRENT COURT ORDER on file.

I have provided the school with legal papers for the student.

NOTE: Legal papers include custody papers, protective and/or peace orders, and other court orders.

I certify all information on this form is correct and up-to-date.

Parent/Guardian Signature

Date