



## Meadow Lane Elementary School

1421 NE Independence Ave  
Lee's Summit, Missouri 64086-5597  
(816) 986-3250 • Fax (816) 986-3275

Save for  
Future  
Reference

### Welcome to Meadow Lane Elementary School!

#### Address and Phone Number Changes

For the safety and well-being of the students, parents are asked to make certain the school office has the current home address, phone number and emergency phone numbers.

PLEASE UPDATE THE SCHOOL OFFICE OF ANY CHANGES DURING THE SCHOOL YEAR.

#### Arrival/Dismissal

School hours are 8:20 AM – 3:20 PM

Doors open at 8:00 AM – there is no supervision before this time

**Students eating school breakfast should arrive at 8:00 AM**

**Car Riders** may be dropped off at the Southeast playground doors beginning at 8:00 a.m. Students being picked up after school will be released to the same area beginning at 3:20 p.m. If your child will be a car rider, please adhere to the guidelines provided. Please support us with this effort.

**No bikes or skateboards are allowed.**

**Walkers** living to the West of the school should use the crosswalk at the corner of Independence Avenue and Victoria, for their safety, as a crossing guard is on duty both before and after school. Those coming from the South and East side of Independence Avenue should use the crosswalk to cross the South entrance where a crossing guard is also on duty.

Dismissal is a hectic time in the office, and a safe and efficient process is our top priority, so after school office pick up is strongly discouraged. Office pick up should not be a regular occurrence, but when there are extenuating circumstances that require you to pick your child up from the office, please do so by 2:50 PM.

**Changes in Transportation - You MUST send a note with each child or call the office by 12 PM** if there is a change in your child's routine for transportation. Emails and voicemail messages to the staff regarding changes are many times not retrieved in time and in this case, your child will be sent home according to their regular routine. Last minute arrangements for changes in transportation can and do occur, but can be a safety hazard to your child. In extenuating circumstances for transportation changes, please call the office no later than 2:50 PM. Please do not assume we are aware of students who have been suspended from the bus.

**No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance for each instance. Upon request, proper identification may be required.**

#### Attendance

Regular attendance and punctuality have a positive effect on a student's grades and academic progress. Students' attendance is calculated on a per minute basis, including tardiness, partial days, early departure and whole days of absences. Any student not in the classroom at the ringing of the last bell (8:20 AM) is considered tardy.

**Tardy students must be signed in by an adult.**

We are required to have a reason for absences, so in the event that your child will be absent from school, you are asked to call the school office at (816) 986-3250 by 9:00 AM to report the absence. If you do not call, we will be contacting you to verify the reason for your child's absence. This is also to ensure the safety of your child.

Please refer to the Lee's Summit R-7 Elementary Handbook regarding procedures for excessive absences/tardies.

### **Communication and other Information**

- **Meadow Lane Website** – <http://mle.lsr7.org> is a great way to stay up to date for calendar updates and/or other timely school announcements and fliers. New flyers are posted on a regular basis.
- **Email** is most likely the best way to have quick communication with your child's teacher. Teachers will provide their email address at Meet Your Teacher Night. Staff members can access their voice mail via their email account.

### **Late Start Wednesdays**

Buses will run one hour later than normal with classes also beginning one hour later. Dismissal time will remain the same, which is 3:20 p.m.

Exceptions that **will not** be late start:

- 1) first day of school
- 2) Wednesdays that are an early release day

Summit Rise will provide free care on Wednesday mornings from 7:50 a.m. to 8:50 a.m.

This service is available to all families.

### **PTA**

You are encouraged to join the Meadow Lane PTA for the 2019-20 school year. This group is always looking for new members and volunteers and is a great way to get to know others in your community. The PTA is a fantastic organization committed to supporting our school and your child's education and does so much to support the students and staff at Meadow Lane.

### **Visitors**

Please ring the bell at the front entrance and pull the door with the Tiger sign when you hear the click. Please do not let others enter behind you; office staff are responsible for their entry. Per Board Policy KK, all visitors are required to enter the secured main entrance of the school for each visit and be entered into the Visitor Management System (VMS) in order to gain access to the school beyond the main office. First time visitors must provide a valid ID to be registered into the VMS. Visitor or volunteer tags must be visibly displayed while in the building. In the interest of school safety, thank you for **not** holding the door open for the person behind you.

Classroom visits must be arranged with the administrator and/or classroom teacher in advance. Visits during the first and last two weeks of school, and just before or after winter and spring breaks are discouraged.

You are welcome to join your child for lunch throughout the school year, except the first two weeks of school, the Holiday Luncheon in December and the last two weeks of school.

### **Volunteers**

Volunteers are a valuable service to the students and staff; we have numerous volunteer opportunities at Meadow Lane Elementary. PTA is a great way to get involved and volunteer.

Parents interested in volunteering in the classroom, or chaperoning field trips, must follow the following steps:

- 1) Go to <https://www1.lsr7.org/formapp/view.php?id=178264> and view the Volunteer Training Video
- 2) Complete the online Volunteer Training Form
- 3) Print and complete the LSR7 District Background Check Form
- 4) Bring the completed background form to the MLE office along with your driver's license

**This process must be completed each school year.**

**Please refrain from using cell phones within all areas of our school**

**Please refer to the Student Handbook for additional topics and further information on some of the items above. The handbook can be found at <https://lsr7.org/student-handbooks/>**