

Meadow Wood Elementary

Student/Parent Handbook 2019 - 2020



14230 Memorial Drive

Houston, Texas 77079

Phone: 713-251-6200

Office Hours: 7:30 a.m. - 4:00 p.m.

Instructional Hours: 7:55 a.m. - 3:00 p.m.



Meadow Wood Elementary

Dear Parents and Students,

Welcome to Meadow Wood Elementary. At MWE, we take great pride in meeting the academic and social-emotional needs of our students. This handbook is to be used in conjunction with the District's Elementary Student/Parent Handbook.

If you should have any questions please do not hesitate to call or email. We are looking forward to a great year! Thank you for your commitment to our children and community.

Sincerely,

Lynne Barry
Principal



Meadow Wood Elementary

Meadow Wood Elementary Key Staff

Principal: Lynne Barry

Assistant Principal: Jaime Vendetti

Counselors: Lynne Luburger and Pat Waldrop

Community in Schools Liaison (CIS): Amy Oxener

Librarian: Katie McCracken

Diagnostician: Kelly Miller

Nurses: Debbie Rossi and Sharon Tyler

Administrative Assistant: Shirley Labiosa

Attendance Clerk (ADA): Susan Snelling

Receptionist: Kristin Cox

Address/Phone Number Changes

Notify Susan Snelling, ADA, if you have a change in address, home phone, work phone or emergency contact information.

After School Programs

- iKids is an after school program located at Meadow Wood for students in PreK - 5th grades. Although it is housed at our school, it is a separate entity, and not managed by the school nor the district. You may contact them at 713-665-5200.
- Family Point Resources is located at 725 Bateswood and is within walking distance of the school. Family Point Resources is a separate entity and is not managed by the school or the district, although our staff and the community center staff do work very closely together. You may contact Family Point Resources directly at 832-209-1424 or info@familypointresources.com.
- Other day care groups drop off and pick up at Meadow Wood. For a list of commonly used entities, contact the front office.

Arrival and Dismissal

- Arrival Times: Students may not arrive before 7:30 a.m. since no one will be on duty to supervise them. Upon arrival, students will go to their grade level pods/classrooms or to the cafeteria for breakfast.
- Students Arriving by Bus: Buses enter the bus drive off of Memorial Green between 7:30 a.m. and 7:45 a.m. We encourage students to ride the bus.
- Students Walking or Biking to School: Walkers and bikers use the main entrance to the school off of Memorial, always crossing with the crossing guards, or the back entrance off of Memorial Green. Students biking to school should bring a lock to secure their bicycles while on campus. Bicycle racks are located at the front and back of the school. Once bike riders arrive on MWE school grounds, they must walk their bikes to the rack.



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Local legislation requires bike helmets for all children under the age of 18. Our crossing guard is on duty at the light at Memorial Drive and Clear Springs from 7:30 a.m. - 8:40 a.m. and 2:55 p.m. - 3:55 p.m. each day.

- Students Arriving by Car: Students transported to school by car are to be dropped off and picked up on Memorial Drive through parent drive. Faculty and student patrols will be on duty at the car rider line to assist students, beginning at 7:30 a.m. Pull your vehicle all the way up to the last column before stopping to let your child(ren) out. Stay in your vehicle and let patrols assist with getting children out. Students should exit the car from the passenger side only. Please do not block the striped crosswalk.
- Congestion in Car Rider Line: To avoid the congestion in the car rider line and to prevent being tardy, please arrive as close to 7:30 a.m. as possible. Also, to help ease the congestion and traffic, parents are strongly encouraged to use the buses and form carpools.
- No Drop Off/Pick Up Zones: To keep the students safe and prevent disruption of traffic, students should not be dropped off on the streets surrounding the school, including Memorial Drive, Memorial Green, and Fern. Under no circumstances should the handicap parking spaces be used for drop-off or pick-up if you are not in an identified handicapped vehicle. Students may **not** be dropped off or picked up in the parking lots. Please do not park in PTA paid parking spots. Also, please refrain from parking in the staff parking lot off of Memorial Green.
- Students Arriving Late: There will not be staff members on duty at the car rider line or the back entrance after 7:55 a.m. Students arriving after 7:55 a.m. must proceed to the office for a tardy slip before going to their classrooms.
- Dismissal: For dismissal, teachers from each grade level will group the students into four categories: (1) bus riders (2) walkers/bike riders - Memorial (3) walkers/bike riders - Bateswood (4) students departing through car rider line (5) students attending an after school activity. Each group shall be escorted by a teacher to the appropriate dismissal area.
- Students Departing by Bus: Bus riders will be taken to the Bus Drive each afternoon. Parents of Pre-K and Kinder bus riders must have a **blue bus identification card** in order to pick up their child from the bus. Blue cards may be obtained in the front office.
- Students Departing by Daycare: Students leaving for daycare in the afternoons will be picked up in the staff parking lot off Memorial Green. All students are escorted to their daycare vans.



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- Students Walking or Biking Home: Students walking or biking home are escorted by staff members to the appropriate school exit. Those crossing Memorial Drive must do so with the assistance of our crossing guards to ensure safety.
- Students Departing Through Car Rider: Students departing by car will be taken to the kindergarten hallway for pick-up at the car rider line off of Memorial Drive. All cars picking up through car rider line are required to have their hangtag displayed. Parents may not pick a child up from the foyer of the main entrance, unless they are a walker.
- Changes in Dismissal Method: If you need to change your child's dismissal method, please send a note to your child's homeroom teacher, outlining the details of the change including dates of new dismissal method. Please note that changes to dismissal methods during the school day should only be done in an emergency situation. If an emergency occurs that requires a change in your child's dismissal method, please contact the front office, if possible by 1:30 p.m.
- Early Dismissal Days: Students are dismissed at 12:00 p.m. on district early dismissal days. All buses run their normal routes on these days. Be sure to make arrangements for your child on these days. Refer to the district calendar for the specific dates of elementary early dismissal.

Attendance and Absences

- Absence Policy: Students are required to be present 90% of the school year in order to be promoted. Students not meeting this criteria will be subject to a Grade Placement Committee meeting to determine promotion. Members of the committee will decide if the child is able to be promoted to the next grade level based on the amount of academic loss that has taken place due to the absences.
- Absence Notes: Absence notes must be received within 2 school days of a student's return, or the absence will be considered unexcused. If your child has 3 or more unexcused absences within a 4 week period, a Truancy Warning letter will be sent to the parent. A parent conference and Attendance Improvement Plan will be required. Refer to the SBISD Student/Parent Handbook for more information regarding excused and unexcused absences.
- If a student is absent from school ten or more days **unexcused** in a six-month period, school personnel are required by law to notify the SBISD Police Department TRIAT (Truancy Reduction Increased Attendance Team) Police Officer of a student/parent failure to complete an Attendance Intervention Plan (AIP).
- Checking Students Out of School: No student will be released from school except to a parent, guardian or designee, as indicated on Skyward Family Access. When taking a child out of school, the parent, guardian or other



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designee must first come to the school office and sign the student out, specifying the reason for early dismissal. Anyone taking a child from school will be asked to show proper identification. As we start dismissal procedures at 2:45 p.m., we ask that you arrive no later than 2:30 if you want to check your child out early.

- **Tardy Policy:** It is imperative that your child be on time to start the school day. The tardy bell rings at 7:55 a.m. Children not in the classroom once the bell rings are considered tardy. Meadow Wood does not differentiate between excused and unexcused tardies. Please note that children arriving to school on a late bus are permitted to enter class without being considered tardy. SBISD excuses these tardies automatically.
- **Withdrawal:** The MWE registrar requires a 24-hour notice before a student can be withdrawn. The student's textbooks must be returned, and all other accounts must be cleared before the student's records will be sent to another school.

Bell Schedule

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|-----------|---|
| 7:30 a.m. | Doors open - students to breakfast or class |
| 7:50 a.m. | Warning bell rings |
| 7:55 a.m. | Class starts/tardy bell rings |
| 9:30 a.m. | Attendance entered by homeroom teachers |
| 3:00 p.m. | Dismissal |

Bus Procedures

- Bus routes are posted at the beginning of the year. If you have any questions about routes and times, please contact the SBISD Transportation Department at 713-251-1060.
- **Pre-Kinder and Kindergarten Bus Riders:** Parents of pre-kindergarten and kindergarten students are to display to the bus driver a **campus-issued blue card** verifying that they are authorized to pick up the child at the bus stop. Children who do not have a parent or parent designee with the appropriate blue card at drop-off location will be returned to the campus. Each day the parent or parent designee must bring the card to the stop to pick up their child. Blue bus cards can be obtained from the MWE front office.
- **Rules:** School bus transportation is a privilege, not a right. The administration may suspend a student from riding the school bus for any violation of the following rules and regulations:
 - Students shall obey the driver's guidelines and help the driver to assure safety at all times.
 - Students shall occupy any seat assigned by the driver.
 - No eating or drinking is allowed on the bus.



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- The student must only ride the bus he/she is assigned. Buses will load and unload only at designated stops.
 - Students are to keep feet on the floor and out of the aisles. Head, arms, and hands are to be kept inside the bus.
 - Students must not shout or throw objects at passing persons or vehicles.
 - Fighting and profane language are not permitted.
 - Parents are not permitted to ride buses unless they are a designated chaperone for a field trip.
 - Students must remain seated during the entire duration of the bus ride.
 - Parents are responsible for supervision of the bus stop area prior to the arrival of the bus.
 - Should you have a concern about an incident that occurred on the bus, please notify SBISD Transportation @713-251-1060.
 - Further information can be found in the SBISD Student/Parent Handbook.
- Students may ride a bus as a “guest rider” only on special occasions. In order to be a guest on a bus, the student must bring a note that includes the following:
 - Name of your child
 - Name of student with whom your child is going home
 - Address and phone number of home to which your child is going
 - Your phone number in case of questions
 - Parent signature
 - This note will be sent to the office, and the teacher will provide a permission note for the student to ride as a guest on the bus.

Cafeteria

- Eating With Child: Lunch visitors at the elementary level may be parents/guardians, non-school-aged siblings, grandparents (with written permission from a parent), and campus mentors. All visitors must sign in at the front office, with appropriate ID. Visits will be limited to the 30-minute lunch period. **We ask that visitors and students utilize the mall area tables to enjoy lunch. The authorized lunch visitor and only the student for whom the visitor is approved may sit at the guest table.** Parents may purchase a school lunch for the adult price if so desired. Based on TEA's Food of Minimal Nutritional Value policy, parents may not provide food or beverages to other students during lunchtime. We ask that you check out at the front office as soon as your child's lunch has concluded (visitors should not return to the classroom with their student or visit any other area of the building without permission).
- Lunch Money: Student lunches can be paid for on a daily basis or in advance. Methods of payment include cash, checks, or on-line transactions. Sending large amounts of cash with a child is highly discouraged. Checks may be written to SBISD, labeled with the child's lunch number, and delivered to the cafeteria manager.



Cell Phones

A student in grades PreK-12 may use a telecommunications/electronic device to the extent authorized by a classroom teacher or administrator for instructional purposes. Telecommunications/electronic devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized by the classroom teacher for instructional purposes. Usage without permission or inappropriately will result in the phone taken to the office. A parent will be contacted to pick up the phone.

CIT (Campus Improvement Team)

The MWE Campus Improvement Team (CIT) is composed of school and non-school personnel. School CIT members are elected by a vote of their peers in February. Non-school CIT members are selected by lottery, in conjunction with the school CIT member elections. The non-school portion of the CIT is made up of parents, a business representative, and a community representative. According to district policy, the role of the Campus Improvement Team is to advise the principal on decisions in the areas of goal setting, curriculum, budgeting, staffing patterns, and school organization.

Clinic

The school nurse is in charge of the clinic. She will assist students if they are sick or injured or if they need to take medication at school. Students are encouraged to go to her with health-related problems or concerns. **Students are never permitted to take medication unless they are in the clinic and supervised by the nurse.**

- Immunizations: Please refer to the SBISD Student/Parent Handbook for a complete list of immunization requirements.
- Prescription/Medication: Prescription medication can be administered at school only when there is a physician's order to administer it. This request must be signed by the physician and parent. The medication must be in the original container and properly labeled by the pharmacy. The request must give the name of medication, dose, time and dates to be given.
- Non-prescription Medications: These can be administered at school if the medication is provided by a parent with an accompanying written request signed by the parent giving the name of the medication, dose, time and dates to be administered. The medication must be in the original container. No medication will be administered that is not in its original packaging, labeled by the manufacturer. For medications given on an "as needed" basis, the note must state specific dosage instructions. Medication shall not be sent with a child in a lunch or backpack for "self-medicating" at school.
- Sick Child at School: When a child becomes sick or injured at school, the nurse will reference the Clinic Emergency Card for contact information. In a situation



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where a child needs to go home, the child will remain in the clinic until a parent or designated person comes to the school to address the situation. A child should be fever-free (without fever reducing medication) for 24 hours before returning to school.

Communication

Communication is valued at Meadow Wood. Information is given in a variety of ways, including Friday Focus newsletters, Friday Folders, emails, the school and PTA websites, Remind, and the school marquee.

- Conferences are available at any time, and you may contact the teacher directly to schedule a conference. In addition, twice a year, early dismissal days are designated for conferences.
- Each teacher will provide you with his/her email address. Since email is not considered "secure," any private information about your child should not be sent in an email. Please give the teacher at least 24 hours to respond to an email, noting that teachers are not required to check emails on the weekend.
- Progress reports are sent home after the 4th week of each nine weeks to all students. Report cards are sent home at the end of each nine weeks. Note: Pre-Kinder and Kinder students do not receive progress reports, nor do they receive a report card the first nine weeks of school.
- ItsLearning is available on <https://www.springbranchisd.com/studentsfamilies/itslearning>. Here you will find information regarding your child's teacher, curriculum, assignments, and more.
- Friday Focus is a weekly newsletter sent from the principal. It includes information, dates, and a PTA corner. This is sent electronically via Remind. If you would prefer to receive a paper copy of the newsletter, please let Ms. Labiosa, administrative assistant, know.
- Remind is a fast and easy way to get Meadow Wood messages. To sign up for Remind notices, contact the front office for instructions.
- Please check out these other resources for MWE information:
 - Website: <https://mwe.springbranchisd.com/>
 - Twitter: @MeadowWoodSBISD
 - Facebook: @MeadowWoodElementary

Discipline Management

MWE faculty and staff utilize a positive approach to discipline. We have campus-wide expectations for behavior. If a child demonstrates unacceptable school behavior, consequences shall be based upon a careful assessment of the circumstances of each



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case. Disciplinary action will follow guidelines set in the Student Code of Conduct section of the Elementary SBISD Student/Parent Handbook.

Dress Code

The dress code for all students is outlined in the SBISD Elementary Student Handbook. In addition, MWE has adopted the following guidelines:

1. Shorts, dresses and skirts must be long enough to reach the student's fingertips when standing with arms held straight down. The student's fingertips should touch cloth, not skin.
2. Tank tops, halter tops, spaghetti straps, or shirts exposing the midriff or undergarments are not allowed.
3. All clothing must be regular fit. No oversized shorts or shirts will be permitted.
4. Hats, caps, head bandanas or other extraneous hat like apparel are not allowed.
5. Clothing may not be worn if it displays (written or pictured) obscene or distasteful slogans.
6. Roller blades, "heelies", or any other type of rolling shoes are not permitted on campus. Students in Health Fitness are required to wear tennis shoes for participation.

The district prohibits any clothing or grooming that, in the principal's judgment, may cause disruption of or interference with normal school operations.

Field Trips (Study Trips)

- Forms and Rules: A student must have a permission slip signed by the parent/guardian in order to attend any field trip.
- Chaperones on Field Trips: Every chaperone, or parent wishing to attend a field trip, must be an approved district volunteer. Directions to register as a volunteer are located on the SBISD webpage at <https://www.springbranchisd.com/about/departments/community-relations/register-to-volunteer>. Please note that district approval can take up to 2 weeks. Your child's teacher will contact you regarding volunteering.

G/T Program

Gifted programs provide a differentiated, enriched academic environment for students with advance learning abilities. The purpose of the SBISD Gifted and Talented program is to identify students who exhibit characteristics of high general intellectual ability and to meet their special learning needs.



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Our gifted and talented program for kindergarten, first and second graders is called **PGP** or Primary Gifted Program. From third through twelfth, the program is called **SPIRAL**, Spring Branch Program for Improving Reasoning and Accelerating Learning. Students identified for the primary gifted program (PGP) participate in a pull out program facilitated by the librarian. Third, fourth and fifth grade students travel to the Bendwood Campus on Mondays for SPIRAL classes in the 19-20 school year.

Please contact the Meadow Wood counselors with any questions regarding GT.

Homework

Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. MWE Homework practice is aligned with the SBISD Homework Policy (EIB local). The campus-developed practices shall be clearly communicated to each student's parent/guardian and to each student in writing at the beginning of the school year.

Roles and Responsibilities:

Students shall be responsible for:

- Completing assigned homework.
- Ensuring that he/she clearly understands the homework assigned, including assignments, expectations, and requests for clarifications or assistance from the teacher when homework assignments and/or expectations are not clear.
- Managing time and materials to complete any assigned homework.

The family shall be encouraged to:

- Provide an environment for successful completion of assigned homework.
- Provide encouragement and support for successful completion of assigned homework without doing the homework for their child.
- Contact the classroom teacher if their child is not consistently able to do the homework by him/herself or if challenges or questions arise.
- Notify the classroom teacher about upcoming religious holidays.

Teachers shall be responsible for:

- Encouraging a partnership with family and students that promotes timely, regular communication.
- Designing homework assignments that clearly articulate the purpose and expected outcome.
- Sharing expectations regarding homework with students and parents at the beginning of the school year.
- Ensuring that any homework assigned is directly related to classroom instruction and consists of clear, purposeful, and engaging activities.
- Assigning homework that is appropriate to the student's age, developmental level, learning style, skills, and individual needs.



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- Teaching the skills necessary for the student to complete the homework and to become a successful, independent learner.
- Articulating and carefully planning homework in partnership with other teachers both within and outside of the teacher's subject area.
- Collecting, checking, grading, processing homework and providing feedback in a timely manner in accordance with preset expectations.
- Estimating the amount of time it takes to complete homework when planning.
- Refraining from sending homework during religious holidays.

Campus leadership staff shall be responsible for:

- Communicating the school's homework practices to teachers, parents, and students at the beginning of the school year.
- Providing information to parents on the purpose of effective and purposeful homework.
- Providing information to parents demonstrating how to support their children with homework, including but not limited to newsletters, websites, and open houses.
- Adopting building practices to ensure the coordination of major assignments due on the same day, including quizzes, tests, and projects.
- Monitoring the implementation of homework policies and regulations.

Identification Badge

- All adults on campus are required to wear identification badges at all times. All Spring Branch Independent School District staff, including teachers, maintenance workers, substitute teachers, and other district personnel, are required to wear district-issued badges.
- Parents and other visitors are required to report to the office and show proper identification upon arrival at the campus to sign in and obtain a visitor's badge. **Any adult who is not properly identified either by a district or visitor's badge will be immediately directed to the office.** Please understand that your child's safety is our top priority!
- Upon leaving campus, visitor badges must be turned in to the front office.

Lost and Found

The recommendation to all families is to label all clothing items with the child's name. MWE and/or SBISD are not responsible for lost or stolen property. Students are encouraged to keep expensive personal items at home and should carefully guard their possessions while on school grounds. Unclaimed items will be donated to charity at mid-year and at the end of the school year.



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Parental Concerns

Students with academic, behavior, or medical concerns are supported through SSC, 504, or Special Education. Please contact your child's classroom teacher and/or the assistant principal for additional information. Additional information can be found in the SBISD Student/Parent Handbook.

Parent/Teacher Communication

There may be a time during the year when you have questions or concerns about your child, an issue with your child's teacher, or the teaching and learning taking place in your child's classroom. The first step to take, when a situation like this occurs, would be to talk directly with your child's teacher. Hopefully resolution with the issue can be reached at this initial meeting. If this conference setting is not successful, then the next step would be to involve an administrator. In most cases, meeting with the teacher can bring about clarification and resolution. If the matter needs to be addressed with administration, a conference with all parties can be scheduled.

Parking

Parents and visitors may park in our front parking lot. We ask that you respect the parking lot reserved for staff. We ask that you do not park in the fire lane, along the curb, or any other non-designated parking spot when coming on campus.

Parties

- Birthday: Students shall not distribute birthday or party invitations at Meadow Wood unless every child in the class or every child in the grade level is invited. If you plan to honor your child's birthday with a food treat at school, you must follow the guidelines below. Please comply so we do not have to turn you away on your child's special day.
 - Notify the teacher at least 3 days before you plan to come to school.
 - The parent/guardian **MUST** bring the treat at the time it is to be given and must stay to give it out. Teachers are not allowed to pass out food treats.
 - Food treats will be given only to students in your child's class. Food treats may **NOT** be given to all students in the entire grade level.
 - Treats must be in individual servings - cupcakes, cookies, popsicles, etc. **NO CAKES!!**
 - Treats will be given during recess on the playground or at the very end of the day in the classroom. **NO FOOD TREAT MAY BE GIVEN IN THE CAFETERIA.**
 - No party favors, balloons, flowers, candles, etc., may be brought.
- Classroom: District policy allows for two parties per year - Winter and Valentine's Day.

Pets on Campus

For the safety of all persons, especially children, we do not allow pets on campus, even those on a leash.



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Program Assembly Guidelines

Parents/guardians and community members are welcome to attend all school programs and assemblies. Every effort will be made to keep parents/guardians informed of upcoming events. Please read the campus newsletters for program listings.

- Parent Behavior: Parents are asked to be respectful of others during all programs. Please refrain from excessive talking and interfering with another's line of vision due to photography purposes.
- Siblings: Siblings in other grade levels are NOT permitted to be taken out of class to view a program, with the exception of 5th grade graduation.

Recess

Recess is a daily activity afforded to all students, PK-5. Parents are not allowed on the MWE playground, unless assigned this duty as a Watch D.O.G.S. volunteer.

Safety on Campus

- Emergency Procedures: -- Meadow Wood students and staff participate in the following drills: Lock Down, Fire, Shelter In Place, Chemical drill, and Severe Weather. These drills address the unlikely occurrence of incidents that are potentially dangerous to student safety. All staff members are trained in all procedures associated with these critical issues.
- AED: -- The 2 Automated External Defibrillators are located outside the clinic entrance and outside the entrance to the gym.

Campus Procedures

Parents or visitors must check in at the office when coming on campus. Any items that need to be delivered to students must be brought to the school office. Office staff will deliver these items or notify the child's teacher so that the items can be picked up. Delivery of forgotten homework is not permissible. Middle school students may not visit campus during the day. All visits by former students must take place after school hours.

Sidewalks and Walkways

No one shall be permitted to ride bicycles, razors, skateboards, or rollerblades on sidewalks or walkways before, during, or after school in order to maintain a safe environment for all staff and others walking on campus.



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STAAR

STAAR, or the State of Texas Assessments of Academic Readiness, is the statewide assessment that is given in grades 3-5.

- Reading STAAR — 3rd, 4th and 5th
- Math STAAR – 3rd, 4th and 5th
- Writing STAAR – 4th
- Science STAAR – 5th

Teacher Conferences and Dates

SBISD has designated certain days throughout the year for parent/teacher conferences. These dates are posted on the District calendar. Please contact the teacher to schedule an appointment in an additional conference is required.

Technology

Parents are required to review with their child and sign the SBISD Student Acceptable Use Guidelines for Technology Resources form yearly.

Volunteers

In order to serve as a volunteer at MWE or serve as a chaperone on a field trip, you must register online to become a volunteer each school year beginning in August.

<https://www.springbranchisd.com/about/departments/community-relations/register-to-volunteer>