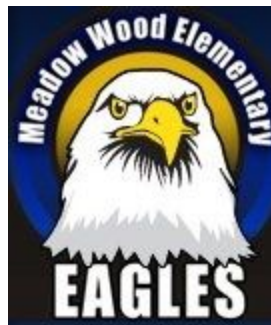


Meadow Wood Elementary School



PARENT/STUDENT HANDBOOK 2017-2018

Principal: Hailey Haynes Asst. Principal: Lynne Barry
14230 Memorial Drive
Houston, TX 77079
713-251-6200



****This handbook is designed to serve as a reference guide and a supplement to the Spring Branch Independent School District (SBISD) Elementary Student Handbook and Code of Conduct.****

Mission Statement

At Meadow Wood Elementary, our mission is to provide the support needed for each student to grow and reach their personal best, taking into account the unique academic, social and emotional needs of each child.

Vision

Our vision is to provide every child with a variety of challenging and authentic educational opportunities in a culture where:
respect, creativity and enthusiasm for learning exists;
staff and students strive to be responsible, self-motivated people of strong character; there is a strong partnership with our communities that promotes open and frequent communication;
and we do not make excuses and we never quit!

Motto

Every student, every day, soaring to greatness.

Core Beliefs

At Meadow Wood we believe:

The combined efforts of staff, students and parents is required to create an atmosphere of community that is necessary to ensure the success of every student.

Our staff agrees to:

Conduct the business of education in a professional, ethical, and legal manner;

Ensure an orderly atmosphere conducive to learning, in the classroom and on campus, by communicating school rules to students and parents and by modeling and enforcing these rules;

Honor instructional time and minimize classroom interruptions in order to maximize student learning;

Demonstrate, through our actions, our belief and expectation that every student is capable of learning, and expect to be held accountable for all students' performance and citizenship;

Hold students and ourselves responsible for thinking, creating, and problem solving, through consistent high expectations for teaching and learning;

Work collaboratively with each other, using data to develop, implement and reexamine lessons, activities and assessments to support students in reaching their personal best;

Provide timely and meaningful information on student progress to families, offering suggestions for assisting their academic growth;

Model self-discipline, self-motivation, and commitment to excellence by being prepared, responsible and respectful; and

Demonstrate our commitment to student learning by engaging in professional development and continuing to be life-long learners.

We ask our students to agree to:

Follow school rules and take responsibility for their own actions;

Help to keep our campus clean, and take pride in the appearance of our school;

Come to school prepared and ready to learn;

Do their best to participate fully in class and complete all assignments; and

Engage in bucket-filling actions and activities to promote healthy relationships with peers,

We ask that our parents/guardians to agree to:

Ensure that our children arrive at school every day on time, and with the necessary supplies;

Work together with our children, the teachers and school administration to further the mission of MWE;

Communicate with teachers and administrators on a regular basis, advising of any concerns or needs to help our students reach their personal best;

Stay informed of school activities by reading school newsletters and accessing electronic school communications;

Encourage our children to be involved in activities in and outside the classroom, and we will support these activities by volunteering time and/or providing financial support for such activities; and

Support and mentor new parents and students in the MWE Community.

Meadow Wood Elementary (MWE)

14230 Memorial Drive, Houston, Texas 77079

713-251-6200

Website: <http://mwe.springbranchisd.com/>

Facebook – Meadow Wood Elementary SBISD

Twitter - @MeadowWoodSBISD

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 from 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.

ATTENDANCE & TARDIES

Homeroom teachers welcome students and begin daily warm up activities at 7:50 A.M. School officially starts at 7:55 am. If your child arrives on campus after 7:55 A.M., please report with your child to the office since students who are late must be signed into school by the parent or guardian.

Attendance is taken daily at 9:30 A.M. According to state of Texas regulations, children who are not in school at this time are counted absent. Following an absence, please send a note to the teacher stating the reason for the absence within 2 days. Absences for religious holidays will be recorded and will appear on the report card but will not count against a student when determining perfect attendance.

BACKPACKS

Backpacks are recommended to help students carry homework, books, and correspondence to and from school. For the sake of your child, please monitor the amount of items your child is carrying so the backpacks do not weigh more than 10% of your child's weight.

BICYCLE RIDERS

Students may ride bicycles to and from school. The bicycle racks are located at the front and back of the school. Once the riders arrive on the MWE school grounds, they must walk their bikes to the rack. Students should lock their bikes to the rack to prevent theft. When leaving, students should walk their bike all the way to the street before beginning to ride. Local legislation requires bike helmets for all children under the age of 18.

If inclement weather would put bike riders in jeopardy (e.g., lightning), an announcement will be made at the end of the day suspending bike riding that afternoon. Be sure to provide an alternate plan on the transportation form in case of inclement weather.

BIRTHDAYS

Invitations may not be passed out at school unless every child in the class or every child in the grade level is invited. A MWE student directory will go on sale from PTA early in the school year. The directory will have student addresses so that you can mail invitations if you are not inviting either the entire class or the entire grade level. We are not able to provide student addresses outside of the directory usage.

If you plan to honor your child's birthday with a food treat at school you must follow the guidelines listed below. Failure to follow these procedures will keep you from being able to celebrate your child's birthday at school.

1. Notify the teacher at least 3 days before you plan to come to school.
2. The parent/guardian **MUST** bring the food treat at the time it is to be given and stay to give it out to the students. Teachers are not allowed to pass out food treats.

3. 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.
4. Treats must be in individual servings – cupcakes, cookies, popsicles, etc. NO CAKES!!
5. 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.
6. No party favors, balloons, flowers, candles, etc., may be brought.

Please comply so that we do not have to turn you away on your child's special day!!!

BUS

We really encourage students to ride the bus. If your child reports concerns to you about student behavior on the bus, either you or the child may bring these concerns to the Assistant Principal.

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 student 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 a bus.

Bus routes are posted at the beginning of the year. If you have any questions about routes and times, please contact the Spring Branch Transportation Department at 713-251-1060.

BLUE BUS PASS REQUIRED FOR PRE-K AND KINDERGARTEN STUDENTS

In order to keep our little ones safe, all PreK and Kinder parents will be given a BLUE BUS PASS with detailed instructions.

PK and Kinder students will not be let off the bus in the afternoon unless an adult (18 years or older) with the appropriate bus pass is at the bus stop. Students not let off the

bus will be returned to school. We will then call the parent to come pick up the child at school.

CAMPUS IMPROVEMENT TEAM (CIT)

The members of the CIT include faculty, parents, business and community members. The CIT acts in advisory capacity to the school administration team on decisions in the areas of goal setting, curriculum, budget, staffing, and organization. They will also monitor our Campus Improvement Plan. The CIT meets at least six (6) times per year and minutes from the meeting will be available on the school website after each meeting.

CAR RIDERS

All parent drop-off and pick-up will be in the front of the school. You will be provided a tag to place in your car window.

CELL PHONES

Cell phone usage by students is not allowed. If a student violates this policy, the cell phone will be taken away and turned in to the office. The parent will be contacted to come and pick up the phone. The exception to this is when the teacher specifically allows it, and in those situations, a note will be sent home ahead of time.

CHANGE OF TRANSPORTATION

For the safety and protection of our students, transportation changes will not be taken over the phone. Transportation changes must be in writing and sent to school with your child. The note must include the date of the change, the child's name, the parent's name and a phone contact.

If you need to pick your child up early and you have not sent a note, we ask that you come in before 2:45 p.m. This assures that we will be able to grant your request. Should you come later, our staff is involved in end of the day procedures and we may not be able to comply with your request in a timely manner.

CHECK IN/OUT PROCEDURES

Please report to the office to sign your child in or out of school if it is different from the bell time. When checking your student out, please remember to bring proper identification.

CLINIC

Prescription medication may only be administered under these circumstances:

- The parent/guardian must personally deliver the medication to the nurse,
- The medication should be in the original container with the prescription label, and
- Complete dosage instructions have been received from a physician or dentist.

Non-prescription medication may be administered after signed written request and dosage instructions have been received from the parent/guardian. Non-prescription medication must be in the original container.

Immunization requirements are handled through the clinic. Please notify the nurse of any immunizations that your child may receive during the school year in order to keep the school records up to date.

Fever policy: If your child is sent home with a fever, in order to return to school, your child must be free of fever (without fever reducing medication) for 24 hours before returning to school.

COMMUNICATION

Conferences are available at any time, and you may contact the teacher directly to schedule a conference. In addition, twice a year, there are two early dismissal days designated for parent conferences. On these afternoons, teachers will arrange times to have a conference with each child's parents and give out the report card the 1st 9 weeks. (except PreK and Kinder – they do not get report cards the 1st 9 weeks).

Email. Each teacher will provide you with their email address. Since email is not considered "secure", any private information about your child should not be sent in an

email. This includes transportation changes. Please give the teacher at least 24 hours to respond to an email.

Report Cards are brought home by the all students beginning the second 9 weeks.

Progress Reports are sent after the 4th week of each nine weeks to all students.

Written Correspondence is sent home in the Friday Folder.

Grade Level Newsletters are published on a regular basis, sent home with students and posted on the school website. <http://mwe.springbranchisd.com/>

Call Out System is used periodically to remind or inform parents. This automated system calls all families and gives a recorded message.

Friday Focus is a weekly newsletter sent from the Principal.

COUNSELING SERVICES

Individual school related counseling services may be requested by parents, students or teachers. Please contact our school counselor for more information.

DISCIPLINE

MWE faculty and staff utilize a positive discipline program. When further measures are necessary for individual situations, students may be sent to the office for specific consequences in line with the Spring Branch Code of Conduct.

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 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.

EMERGENCIES

School closings due to inclement weather are announced on the radio or TV and the district may utilize its callout system. You will also receive notification from the Principal.

Procedures for emergencies other than inclement weather are in place and are reviewed on a regular basis with both staff and students.

HOMEWORK

Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. Teachers will provide students with sufficient information and direction needed to complete homework independently. Homework will be sufficient but not excessive and will not be assigned as a discipline consequence.

Each grade level team will provide parents with information about their specific homework policy.

Homework folders will go home each night to be reviewed by both child and parent. Please help your child find the best place and time to complete the homework. These folders and homework must be brought back to school by the students each day.

To promote student responsibility, we request that parents not deliver forgotten homework to the student at school.

Homework is not graded and does not affect a student's grade for the nine weeks in a particular subject. The Work Habits section of the report card will include a reflection of whether a student completes homework.

LOST AND FOUND

The lost and found is located in the cafeteria.

Please label all items such as sweaters, lunch kits, and jackets with your child's first and last name. Efforts are made to return items to the owner if they are clearly labeled with first and last name. Unclaimed items are donated to a charity at the end of each nine weeks.

LUNCH

Every student will have an ID number that will serve as their account with the cafeteria. Students will enter this ID number into a keypad.

If students forget their money, their accounts will be credited for lunch. Any student with a negative balance should repay the cafeteria the next day. If a student's account already has a negative balance, they will be given a sandwich and milk instead of the regular lunch for that day.

You can add money to your child's account in several ways:

1. Send money in a sealed envelope marked with your child's name and lunch number.
2. Sign in, visit the cafeteria manager and add money anytime between 7:30-11:00.
3. Pay online at Child Nutrition Services.

FORGOTTEN LUNCHES – we will not be able to deliver forgotten lunches. If your child forgets to bring a lunch from home, s/he may buy a lunch from the cafeteria.

SPECIAL LUNCHES: If you plan to bring your child a special lunch from home or a favorite restaurant – you must sign in at the front desk and meet your child in the cafeteria at their lunch time with the lunch. We will not deliver the lunches.

Based on TEA's Foods of Minimal Nutritional Value Policy, **parents may not provide food or beverage to other students during lunch time.**

Parents are welcome to join their children for lunch. Please sign in at the front desk first. Parents may purchase a school lunch for the adult price. Other students cannot join you without expressed permission from their parents.

A variety of snacks and drinks are sold to 2nd -5th graders for an extra fee. If you do not want your child to spend money in his/her account on snack food items, please notify the cafeteria manager and this will be taken care of.

MWE TV

KMWE is the name of our MWE television station. KMWE broadcasts daily and fifth graders may apply to be an anchor or engineer to produce the show under the direction and guidance of school staff. During the second semester, fourth graders are allowed to apply. Students and special guests are featured on KMWE and can be viewed by parents and guests in the library.

PARENTS IN THE BUILDING

All parents should enter the campus at the front of the school and register using the V-Soft system in the front office before visiting any area of the school. Once you register, you will receive a tag that you should wear at all times while you are on campus. If you are not wearing this badge, you will be escorted to the front office so that you can check in. When you leave, please stop back by the front office and sign out.

PARKING

When you come to school during the school day, please park in the front parking lot. The back parking lot is limited to MWE staff.

RECESS

Recess is a daily event for all students. Playground procedures/rules are discussed with students in homerooms and health fitness to ensure safety for all. We engage in alternate activities in case of inclement weather. On state testing days outside recess may be adjusted or eliminated

The recess period is 30 minutes, including travel time to and from class. That means students are usually out to play for about 20 minutes.

If your child has a doctor's note to be excused from activities in Health Fitness due to injury or illness, he/she is also excused from participating at recess.

RECYCLING

Please feel free to recycle any household paper in the bins at the back of the school, breaking down any cardboard boxes. We accept printer ink cartridges and used cell phones, and you may bring those items to the office or send them with your child. The funds from recycling benefit MWE.

SAFETY

Efforts to keep MWE a safe place for learning is a priority. No students should arrive at school or be dropped off before 7:30 a.m. as students are not supervised until 7:30a.m.

It is not safe to drop your child off if an adult is not on duty.

Our crossing guard is on duty at the light at Memorial Dr. and Clear Springs from 7:30 – 8:40 and 2:55 – 3:55 each day.

All visitors to the campus must enter through the front office and be prepared **to show picture ID and register using our V-Soft system**. Visitor stickers must be worn by all non-SBISD adults while at Meadow Wood, including family members of faculty and staff of MWE. You will be escorted to the front office building to check in, if you are not wearing an identification badge and are on the campus.

In addition, all faculty and staff members and any SBISD employee on the school campus will wear an identification badge at all times.

The MWE Emergency Team is trained to carry out an emergency plan for several different scenarios. Emergency exits are posted in each classroom, and each teacher has a safety kit. Safety drills occur at least once a month and include fire drills, lock down drills, inclement weather drills and more. A detailed safety plan is available in the office.

As a general rule, re-entry into classrooms is not allowed after the school day. Custodians are not authorized to unlock doors to get forgotten materials.

SAFETY PATROLS

Our 5th grade Safety Patrols are monitored by our faculty members and the fifth grade team. Students serve for nine week terms. They apply and are selected based on grades, behavior and desire to serve. Students serving the first nine weeks apply at the end of their fourth grade year.

Applications will go out toward the end of each nine weeks to prepare for the next group of patrols. Once selected, patrols must abide by the patrol guidelines – maintaining excellent grades and conduct.

Patrols help the school in many ways. Your compliments to them for their efforts are always welcomed and appreciated.

SPECIALS

“Specials” is an inclusive term that refers to Art, Music and Health Fitness (Physical Education). Specials’ time corresponds with the teachers’ planning period and is approximately 55 minutes. Parent volunteers are welcome to assist with Specials. You may check directly with the teachers for volunteer opportunities.

ART - MWE's art program is centered on the development of the individual child. Unique experiences are provided that allow the students to successfully express themselves while developing skills and concepts that are the basis of art education.

MUSIC - Emphasis is placed on active participation in music making and in special enjoyment inherent in musical activity. The curriculum is based on a sequential and developmental program of skills and experiences designed to achieve success in musical involvement throughout life.

HEALTH FITNESS - Our Health Fitness staff provides our students with the essential knowledge and skills of movement, health and wellness concepts. This instruction is intended to help students make sound decisions concerning their health and physical well-being. Students are required to wear or bring tennis shoes to participate. If students do not have tennis shoes to wear during Health Fitness, they will not be allowed to participate. Students who do not participate in Health Fitness due to an injury or an accident will also be excused from participating in recess.

SPIRIT DAY/COLLEGE T-SHIRT DAY

Spirit Day is Friday. Students are encouraged to wear a Meadow Wood T-shirt. The last Friday of most months we will have College T-shirt day. On College T-shirt day students are encouraged to wear the t-shirt to represent the college they aspire to attend.

STATE of TEXAS ASSESSMENT OF ACADEMIC READINESS – STAAR

April 10	4 th Grade Writing 5 th Grade Math
April 11	5 th Grade Reading
May 14	3 rd & 4 th Grade Math 5 th Grade Math (2 nd administration)
May 15	3 rd and 4 th Grade Reading 5 th Grade Reading (2 nd administration)
May 16	5 th Grade Science
June 26	5 th Grade Math (3 rd and final administration)
June 27	5 th Grade Reading (3 rd and final administration)

STUDENT ACTIVITIES (PTA SPONSORED)

Our PTA sponsored several activities for students before and after school. You will receive information about the activities and will be asked to sign a permission slip allowing your child to participate.

STUDENT COUNCIL

Under the direction of one of our staff members, the Student Council helps promote a sense of MWE community by giving time and effort to make things better for others.

During the first few weeks of school students will have a class meeting with their teacher to discuss student council responsibilities and characteristics of a good student council representative. Each student in the homeroom may nominate 2 students to be

the student council representatives. However, the teacher will make the final decision based on grade/conduct requirements.

Those selected will receive the constitution outlining their roles and responsibilities. Students who serve on Student Council as 4th graders will have the opportunity to continue to serve as 5th graders, with 2 additional 5th graders chosen from each homeroom class. Meetings will be held after school, and you will receive prior notice of the meetings.

STUDENT INFORMATION

Anytime you have a change of address or phone number, please notify the attendance specialist and your child's homeroom teacher. In addition, please provide at least one additional contact other than parents, who may be contacted to come to school in case of an emergency.

STUDY TRIPS

Our students have the opportunity to participate in at least one study trip (field trip). Only students who return permission slips will go on the study trip. Parents are welcome to attend as chaperones and your child's teacher will contact you regarding volunteering. In order to chaperone, you **MUST** be cleared as a district volunteer. Directions to register as a volunteer are located on the SBISD webpage. Please note that district approval can take up to 2 weeks!

All students must have a signed permission slip at school in order to go on the trip and we ask that students wear a MWE shirt on the study trip.

TRANSPORTATION

We will We must have information on how your child(ren) get to and from school each day and will provide you with a form to fill out. *For your child's safety, any changes to transportation must be in writing and sent with your child in the morning to your child's teacher.*

VISITATION

Classroom visits during class hours must be arranged in advance with the teacher and approved by the Assistant Principal or Principal. We ask that you limit your visits to 30 minutes that you do not disturb students or teachers in the classroom or hallways.

Lunchroom Visits:

Lunch visits are always welcome from parents/guardians and other people on the emergency contact list. Parents may also give written permission for other visitors to have lunch with their child.

VOLUNTEERS

Opportunities to volunteer at MWE are numerous. All volunteers must fill out a volunteer registration form online at the SBISD website and be approved by the district before working on campus each year. In addition, volunteer training is offered here on campus.

ACRONYMS

Confused by some of the initials you hear around school?

Here are just a few explanations:

ARD	Admission, Review and Dismissal are meetings to develop Individual Education Plans for students that qualify for Special Education services
CIT	Campus Improvement Team
CIP	Campus Improvement Plan
COWS	Computer on Wheels (mobile netbook unit)
DRA	Developmental Reading Assessment
ELPS	English Language Proficiency Standards
ESOL	English Speakers of Other Languages
G/T	Gifted and Talented
IEP	Individual Educational Plan (for Special Education students)
LEP	Limited English Proficiency
LPAC	Language Proficiency Assessment Committee
LSSP	Licensed Specialist in School Psychology
MAP	Measure of Academic Progress
MWE	Meadow Wood Elementary
PGP	Primary Gifted Program for K – 2 nd Grade
PTA	Parent Teacher Association
RtI	Response to Intervention
SLP	Speech Language Pathologist
SPIRAL	Spring Branch Program for Improving Reasoning & Accelerated Learning (3 rd -5 th)
SSI	Student Success Initiative (for 5 th grade students not passing the Reading and/or Math STAAR Test)
SSC	Student Support Committee for concerns regarding student progress, behavior or attendance
STAAR	State of Texas Assessment of Academic Readiness taken by all 3 rd , 4 th And 5 th grade students
T-TESS	Texas Teacher Evaluation and Support System
TEA	Texas Education Agency
TEKS	Texas Essential Knowledge & Skills – state mandated curriculum
TELPAS	Texas English Language Proficiency Assessment System taken by all students who are learning English as a 2 nd language