



*Meadows Elementary*

*12037 Pender Lane*

*Meadows Place, TX 77477*

*281-634-4720*

*Fax: 281-634-4734*

*<http://campuses.fortbendisd.com/campuses/me/default.cfm>*

*Office Hours: 7:30 AM - 4:00 PM*

*Instruction: 8:10 AM - 3:25 PM*

*Principal: Michele Labus*

*Assistant Principal: Jocelyn Jackson*

# WELCOME BACK to MEADOWS ELEMENTARY!

Meadows is RED HOT! Meadows is RED HOT! Meadows is R-E-D RED, H-O-T HOT, RED HOT team that will succeed!

Our theme for this school year is... "Teamwork Makes the Dream Work." What an awesome theme and cheer to start off another successful year!! Working together – students, staff, parents and community, we challenge each other to reach beyond the attainable goals and dream to make the impossible possible! All of which supports the **mission** and **vision** of our district which is:

**"FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine."**

**"FBISD continuously improves teaching and learning by developing effective staff and building scalable systems."**

At Meadows, we believe in our learning community and achieve the goals we set for ourselves each year! Please read through this information and then sign and return the signature page located at the end of this handbook. We look forward to working with all of our families to support our students. We are extremely proud of Meadows Elementary and hope you feel confident and comfortable with our instructional program. We encourage you to be an active participant in your child's education and keep open communication with his/her teacher. Please know that your suggestions are always welcomed and appreciated.

Stay connected with our learning community through visiting our campus website at <http://campuses.fortbendisd.com/campuses/me/news.cfm> or by following us on Twitter @ME\_Mustangs.

## CONTACT INFORMATION and SCHEDULES (Please note time changes!)

### **MEADOWS FRONT OFFICE STAFF**

Ms. Michele Labus – Principal  
Ms. Jocelyn Jackson – Assistant Principal  
Ms. Eunice Jones - Executive Assistant  
Ms. Pam Barnes - Nurse  
Ms. Carrie Nesmith – Compliance Coordinator  
Ms. Michele Hammers - Counselor  
Ms. Gail Henney - Attendance Clerk  
Ms. Liz Lee – Compliance/Counselor/Clinic Aide  
Ms. Vanessa Allen – Receptionist

### **BREAKFAST / LUNCH PRICES:**

Breakfast - \$1.25 daily  
Hot Lunch, Chef Salad or Super Sack Lunch -  
- \$2.25 day, \$10.00 week, etc.

(Deposits can be made before school or online at <https://fortbendisd.revtrak.net/tek9.asp> . We encourage you to use the online access to deposit money and to monitor your child's use of the funds for breakfast and lunch.)

### **TEACHER CONFERENCE PERIODS (daily):**

Kindergarten: 1:50 – 2:35 PM  
First Grade: 10:25 – 11:10 AM  
Second Grade: 9:00 – 9:45 AM  
Third Grade: 12:05 – 12:50 PM  
Fourth Grade: 1:00 – 1:45 PM  
Fifth Grade: 2:40 – 3:25 PM

### **SCHOOL HOURS**

8:10 – 3:25 PM (Kindergarten – 5<sup>th</sup> grade)

### **SCHOOL PHONE NUMBER**

281-634-4720  
281-634-4734 (fax)

### **LUNCH SCHEDULE:**

Kindergarten: 10:45 – 11:15 AM  
First Grade: 11:15-11:45 AM  
Second Grade: 11:00 – 11:30 AM  
Third Grade: 11:30 – 12:00 PM  
Fourth Grade: 12:00 – 12:30 PM  
Fifth Grade: 12:30 – 1:00 PM

### **GRADE LEVEL TEAM LEADERS:**

Ms. Donna Rosenfeld  
Ms. Lori Safieh  
Ms. Christi Hill  
Ms. Kathy Kobrin  
Ms. Pat Luhn  
Ms. Cyndi Ellstrom

(Teacher conferences must be scheduled in advance and held during the teacher's conference time, before school or after school so that instruction is not interrupted.)

All visitors and parents must use the front entrance *only*, sign in by showing your valid driver's license or ID card and obtain a visitor's sticker from the office. Staff members have been instructed to send anyone without a visitor's sticker to the office to obtain one. Thank you for your understanding!

## ARRIVAL and DISMISSAL PROCEDURES

- ✓ Parents and students should be aware of our arrival and dismissal procedures and work with us to ensure the **safety** of every child arriving and leaving Meadows Elementary each day. We are constantly striving to improve situations that will increase the safety of our students. The following procedures have been set up utilizing input from parents, teachers, police officers and district officials. The teacher parking lot **is not to be used to drop off or pick up** children. (*Please adhere to the posted restrictions at the entrance to the parking lot.*) This entrance will be designated for **district school buses**. This can be very dangerous for our students to use and must be avoided at all times. The cafeteria circular drive will be the only designated area for car riders to use during arrival and dismissal time.
- ✓ School doors will open at 7:30 AM. Children should not arrive before 7:30 AM, as the doors are locked and there is no supervision provided until that time (unless he/she is enrolled in the Extended Day Program).
- ✓ School starts promptly at 8:10 AM and every student should be in his/her classroom by then. Students arriving at school after 8:10 AM will be marked tardy. **Important:** All students that are tardy **must** be signed in by a parent/guardian; therefore, you **must** park and escort your child to the front office. *Please make every effort to have your child at school by 8:00 AM daily. Get an early start and anticipate traffic or last minute changes.* ☺
- ✓ Each child should have a standard way to go home. Unless the teachers have a note stating otherwise, the usual method of going home will be followed. A “rainy day plan” is a must for walkers and bikers, too.
- ✓ **DAY CARE VANS** will load and unload by the car rider line. A teacher will be on duty to assist them each day. The students will report to the cafeteria each morning.
- ✓ All **WALKERS** and **BIKE RIDERS** will be dismissed through the second grade doors. The morning walking and bike riding routes will remain the same.  
**\*\*CHANGE:** Parents – please help us by waiting for your child(ren) on the **far** side of the US map (California). This will allow for a safe and orderly dismissal for the students.
- ✓ **CAR RIDERS** should be dropped off and picked up in the cafeteria circular drive at all times. All students should enter through the cafeteria doors each morning, not the front office door. A staff member will be on duty in the circular drive in front of the cafeteria to help your child enter school safely each morning. All parents should observe the **NO LEFT TURN** sign off Pender when entering the circular cafeteria drive. Cars should enter the circular drive in a single line from Brighton to Pender and make a right turn only into the drive. Remember to pull up all the way to our **“Pull Up to Here”** sign in the drive so that we may unload as many cars as possible.
- ✓ Car rider signs on colored cardstock will be provided. **Please place the signs in a visible spot in your car.** (Suggestion: You may choose to use rubber bands to attach the sign to your visor, so you can flip the visor down for pickup and make the sign visible for staff members.) We encourage you to use this sign every day to speed up our dismissal procedures. During inclement weather, we will do our best to get the children into cars as quickly as possible.
- ✓ Students must be picked up promptly at dismissal (3:25 PM). Once the end of the car rider line has pulled through the circle drive (around 3:35), the students will be brought inside. Parents picking their children up late will need to come inside and sign them out.
- ✓ **EXTENDED LEARNING (formerly known as Extended Day)** students should be dropped off and picked up in front of the extended learning building which is attached to the front part of the school. Please park your car and come into the building to pick up your child.
- ✓ If you will be picking up your child early, please send a note to the teacher that morning stating the time the student needs to leave. You must come in to the office, show your valid driver’s license and sign him/her out. Students will only be released to a person listed on the emergency card located in the front office. **NO STUDENT** will be released after 3:00 PM until dismissal time at 3:25 PM. I encourage you to schedule all appointments **AFTER** the school day as every minute of every day is important in the education of your child.

## RAINY DAY DISMISSAL

The decision to call “rainy day” dismissal will be made at 3:10 PM by an administrator after the severity of the weather is determined. Rainy day dismissal will be handled in two ways:

1. If there is light drizzle or light rain, walkers and bikers will be dismissed as usual through the side doors.
2. If the weather is severe such as heavy rain, thunder, lightning, snow, sleet, etc., walkers and bikers will be held inside until the weather is no longer a threat or other transportation arrangements have been made. Our intent is to protect our students from severe weather conditions. Students will be allowed to use the telephone to call home if necessary.

We encourage you to become familiar with our arrival and dismissal procedures and work with us in ensuring **safety** for all students. Working together, we can be assured that our students arrive and leave as safely as possible

## DAILY ATTENDANCE

As we have stated before, your child’s attendance at school is very important. Attendance is taken every day at 10:00 AM. Any student that is not in school at this time is considered absent. If your child is absent for any reason from school, please be advised of these Texas Education Codes and FBISD policies/procedures concerning absences. Additional and more detailed information regarding attendance can be found in the FBISD Parent/Student Handbook located online at [www.fortbendisd.com](http://www.fortbendisd.com) . Please note:

- Upon any student absence, an **automated phone call** will go to the parent/guardian the same day.
- Upon the student’s return, he or she will have **five school days to provide a note of excuse for any absence** to the school’s attendance clerk, Gail Henney. **Failure to send a note within five school days of the date(s) absent will result in the absence being marked unexcused.** Once an absence is coded unexcused, the coding will not be changed unless the absence was found to be marked in error at the campus level.
- Upon the **third unexcused absence in a four-week period or the fifth total unexcused absence, a Truancy Warning and Request for Conference Letter** will be mailed to the parent at the home address on record with the school.
- Upon the **fifth total unexcused absence, a Truancy Diversion Program (TDP) Letter** will be sent to the parent/guardian. In addition, an automated phone call will go to the parent/guardian the week prior to the scheduled TDP.
- Following an invitation to TDP, the parent/guardian and student will meet with the campus assistant principal, Jocelyn Jackson and any relevant staff to develop a **Truancy Action Plan (TAP)**.
- If a student accrues **ten unexcused absences in a six-month period**, whether the student/parent has attending TDP or not, a truancy referral will be sent to the appropriate authority, unless the student is eligible for one of the four exceptions under the law.
- Family/personal vacations/visits scheduled during the regular school days **are not excusable absences or extenuating circumstances**. These absences **will be counted as unexcused absences** regardless of the number of days missed.
- Students who are withdrawn for an extended period of time, then return to re-enroll at their campus **must** show proof of enrollment in an educational program during their absence. In the event that no proof is provided, all days the student was not enrolled may be marked as unexcused.
- Acceptable reasons for excused absences include: medical appointments, illnesses, religious holy days or death in the family only.

### Tardies:

Not only attending school, but attending the full day is important. We would like to remind you that all students **must be in their homeroom classes by 8:10 AM**. Any student arriving to class after 8:10 AM will be marked tardy. If tardy, **parents must park and escort their child into the building** where a tardy slip will be generated that will grant him/her admittance into class. Please be advised that multiple tardies are considered truancy.

A student who is tardy to class may be assigned consequences according to the Student Code of Conduct. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. Please note:

1. For elementary students (grades PreK – 5), a student arriving after 8:10 AM will be considered tardy. If a student has five (5) or more tardies in a grading period, he/she will receive an “N” (Needs Improvement) on his/her report card under the appropriate conduct section.
2. Taking a student out of school before the end of the school day without valid excuse may count against the student’s conduct grade. Early pickups will count the same as tardies due to missed instruction time.

As our school policy states: *A student with 5 or more tardies in a semester will be issued a 30 minute before school detention and be reported to our Fort Bend ISD truancy officer. After each additional 3 tardies, the student will be issued another 30 minute before school detention and another report will be made to the Fort Bend ISD truancy officer.*

In order to maximize your child’s time at school, we ask that your child not be signed out early from school unless absolutely necessary. A student must be in attendance 90% of the time a class is offered to meet the attendance requirement for promotion standards. If a student comes late to school, leaves during the day or leaves before dismissal for a doctor’s appointment, a medical excuse will be needed to excuse the time missed from class. **Students will not be released from class after 3:00 PM** as teachers are preparing for dismissal and giving last minute instructions.

## DRESS CODE and GROOMING

Fort Bend ISD takes pride in the appearance of our students. The District’s dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school and school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of the student.

It is our responsibility to provide an atmosphere conducive to learning. Please review these guidelines and see the FBISD Parent/Student Handbook for more detailed information. However, see the items below as issues frequently addressed at Meadows:

1. Undergarments must be covered.
2. No oversized armholes vented t-shirts, spaghetti straps, tank tops, sleeveless t-shirts, backless attire and off the shoulder shirts.
3. No revealing midriff or undergarments while standing or sitting.
4. No revealing, low-cut, see-through or too tight clothing.
5. Shorts, jeans and all pants must be worn at the hip and must cover the undergarments.
6. No clothing that has been tattered, ripped, torn or cut in a revealing way.
7. Shorts, skirts and dresses may be worn provided they are no more than three inches above the knee.
8. Students in kindergarten through second grade may wear shorts that are slightly above mid-thigh or fingertip length.
9. No clothing that is excessively tight such as spandex/lycra unless worn with a garment that covers to mid-thigh.
10. Elementary students shall not wear flip-flops or shoes with no back/heel strap.
11. Appropriate shoes must be worn during PE and recess.
12. Hair must be neat, clean and well-groomed; worn in a style and color that is not distracting.
13. Boys’ hair length should not exceed touching the shoulders at full extension in the back (unless it is required by the student’s religion).
14. Drawing, icons and/or other markings cut into or colored into the hair are NOT permitted.
15. Mohawks and faux hawks are NOT permitted as they are considered a distraction in the school environment.
16. Clothing with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as provocative or offensive may not be worn.
17. No visible body piercing other than ears. Earring length is no more than one inch.
18. No hats, caps, doo-rags, wave caps, bandanas or hoods worn indoors. (Religious head coverings not included.)
19. No visible tattoos, icons, or markings on the body (temporary or permanent) unless required by a student’s religion.

### Interpretative Authority:

The examples and guidelines listed above and in the FBISD Parent/Student Handbook may not cover every possible instance of appropriate or inappropriate grooming or appearance. The interpretative authority as to what dress or grooming is inappropriate,

disruptive, a hindrance to best learning situations, or a detriment to best discipline shall be vested in the principal, the assistant principal, or any other administrative authority in the school system.

\*Non-compliance of the dress code/grooming standards will result in disciplinary action.

## GRADING PROCEDURES

Outlined below you will find the FBISD and Meadows Grading Procedures and Reporting. Please take time to read this and consult with your child's teacher if you have any questions.

### GRADING PROCEDURES (Based on policy EIA (Local) and FBISD administrative regulations (EIA-R):

A student's grade should accurately reflect the student's achievement and mastery of their assigned grade level content and be commensurate with achievement on standardized and/or state mandated assessments such as the PAPI, DRA2, STAAR, etc. unless there are extenuating circumstances.

Grades 2 – 5: Elementary students' grading period average will be determined by major grades (50%) and daily grades (50%).

- a. Major grades are tasks such as unit tests, projects, research papers, etc.
  - i. Students will be given a study guide or project rubric to prepare for these tasks.
- b. Daily grades are tasks such as practice worksheets/activities, quizzes, labs, homework, etc.
  - i. Tasks that are to be graded will be completed at school. This includes make-up work.

**IMPORTANT:** Students that turn in projects, compositions, and research after the due date will receive disciplinary actions/consequences based on the Student Code of Conduct.

### HOMEWORK

Homework is an important part of our instructional program. It provides practice, remediation and reinforcement of concepts and skills taught daily. It allows students the opportunity to test their abilities independent of the classroom (teacher and peers) and demonstrate the strategies necessary for teachers to gauge mastery or misconceptions of their teaching. Another benefit of assigning homework is to help students develop positive work habits and behaviors EARLY.

Homework will count as one of the daily grades students receive. Teachers will assign points that will make up this daily grade based on if the work was completed as instructed (showing strategies, etc.) and submitted to the teacher when it is due. While it is our hope that all students are 100% successful on homework tasks, it is MOST important that teachers see the effort...right or wrong...to help them know how to reteach or extend on concepts to ensure mastery and retention of the grade level objectives/curriculum. Teachers will discuss this more in depth during the parent orientation in September.

### RETEACHING & REASSESSMENT

Reteaching methods include, but are not limited to: additional assignments, cumulative tests (unit, nine weeks, and semester), demonstration/performance, discussion/review, observation, oral questioning, problem-solving, reteaching in another unit, teacher made check-list, correcting the original assignment, or retesting.

**Retesting guidelines apply to assessments only.** Daily grades, quizzes, and projects are not included in the retesting guidelines.

The following guidelines apply to retesting:

- Students who received a failing grade on an assessment must retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- **New:** Students scoring less than 75% have the option to retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- In order to retest, a student must attend a reteaching session for remediation of non-mastered objectives.
- Reteaching must be completed prior to the administration of the next major assessment in the course.
- The highest grade a student may earn on a retest is 75%.
- Parents will be asked to sign and return all assignments that receive a grade of 74% and below. Teachers will code in the grade book that the paper was returned.

## DISCIPLINE: BE PREPARED DAILY

Being prepared is an essential skill students need to be successful. In order to help our students be successful, we will continue to monitor and hold them accountable for being prepared for school daily. Being unprepared may consist of, but is not limited to the following:

- Not having proper school supplies
- Not having homework
- Not having needed books
- Not having papers/folders signed
- Not returning library books
- Turning in late assignments/projects

**Any student who comes to any class unprepared (3) times within the 9 weeks grading period, will receive a Level I Discipline Referral under the district's violation code of "not prepared (108)".** The parent of a student receiving a Level I Discipline Referral will be called by the classroom teacher. Additional consequences for this Level I violation, per FBISD's Student Code of Conduct, may include: referral to the office, required parent conference; withdrawal of privileges – events, programs, social activities with friends, etc.; and/or detention – before, during or after school.

Any student who continues to be unprepared will be subject to a Level II violation code "Repeated Level I" violation. Per FBISD's Student Code of Conduct, consequences for a Level II violation may include all consequences listed above as well as a partial or full day of In-School Suspension (ISS).

We thank you for your support as we, faculty and parents together, continue to have high expectations of our students here at Meadows Elementary. If you have any questions, please feel free to contact me or your child's teacher.

## BUS RULES and CONSEQUENCES

At some point (either daily or on field trips), students will have the privilege of riding a school bus. Transportation is a privilege; therefore, it can be revoked if behaviors exhibited by a child put the lives of others in danger. Rules are:

1. **Stay seated at all times.** Do not stand up until it is your turn to exit the bus.
2. Stay in the same seat for the entire ride.
3. Keep hands, feet, and all items to yourself.
4. Do not eat food while on the bus.
5. Be polite and respectful to all students and drivers.
6. **Talk quietly** with the people closest to you. Do not talk to anyone farther way than the next seat.

In compliance with the Student Code of Conduct and to ensure the safety of all individuals on the bus, the following actions will be taken when a Bus Conduct Form is received:

1<sup>st</sup> Offense:

- Conference with the assistant principal
- Seat assignment in the front of the bus for 1 week
- Notice sent home to parent

2<sup>nd</sup> Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for 1-3 days

3<sup>rd</sup> Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for 3-5 days

4<sup>th</sup> Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for the remainder of the grading period/semester

\*Please note, fighting will result in the automatic loss of bus privileges.

I have received a copy of the 2015-2016 Meadows Elementary Parent Handbook and have read and understand the following sections:

- \_\_\_\_\_ Contact Information and Schedules
- \_\_\_\_\_ Arrival and Dismissal Procedures (including Rainy Day Dismissal)
- \_\_\_\_\_ Daily Attendance (including Tardies)
- \_\_\_\_\_ Dress Code and Grooming
- \_\_\_\_\_ Grading Procedures (including Homework, Reteaching and Reassessment)
- \_\_\_\_\_ Discipline: Be Prepared Daily
- \_\_\_\_\_ Bus Rules and Consequences
- \_\_\_\_\_ Remind.com Instructions

\*\*If you are returning this form for more than one child/student, please list them below:

NAME	GRADE	TEACHER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have any questions concerning this information, please let us know below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_