






Meadows Family

Handbook

WELCOME TO MEADOWS ELEMENTARY SCHOOL

We are thrilled to have you join us this school year! As part of our community, you and your family have important roles in ensuring that our school maintains a safe, healthy, and challenging learning environment that prepares all students for success in life. We intend to do our best to ensure that each child feels safe, welcome, and excited about learning. The staff of Meadows Elementary School presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. We believe that it is important that you know our expectations for student behavior and academic performance. These expectations can be achieved through close cooperation between the home and the school.

SCHOOL HOURS		
Office	7:30 AM - 4:00 PM	
UPK & Kindergarten Students Monday-Thursday	7:55 AM-1:45 PM	
Grades 1-6 Students Monday-Thursday	7:55 AM - 2:40 PM	
ALL Students Friday	7:55 AM - 12:00 PM	
Morning Bell Schedule		
Playground Opens	7:30 AM	
Line Up Bell	7:50 AM	
Instruction/ Morning Ceremony Begins	7:55 AM	
Office Staff		
Principal	Mrs. Janette Van Gelderen	
Assistant Principal	Mrs. Erica Camara	
Office Manager	Mrs. Sylvia Villa	
Office Assistant	Mrs. Susana Cerda	
Health Assistant	Mrs. Jenifer Costin	
Community Outreach Assistant	Ms. Monica Flores	
Reach us at		
Phone (661) 291-4050	Fax (661) 291-4051	
ParentSquare App 	@meadowsrockstars 	Meadows Elementary School 

ATTENDANCE

The staff at Meadows Elementary school strives to deliver daily rigorous, targeted instruction so when students are tardy or absent they miss valuable instruction. Please make every effort to ensure that your child(ren) attends school every day and arrives on time. Attendance at school is very important. In order to ensure that all students are accounted for, we review student attendance daily. If your child is going to be absent, please call the school office at 291-4050 or email mw-office@newhallsd.com anytime **before 8:30 a.m.** on the day he/she is out.

Instruction begins promptly at 7:55 a.m. When a student is late to school and enters the classroom after instruction begins, they not only interrupt their own learning, but the learning of others in the classroom. If your child arrives late, (after 7:55 a.m.), they need to report to the front office to check in.

Absences are recorded as either Excused or Unexcused when you notify the school of your child's absence. An absence is defined by California Education Codes as excused when it falls under the following categories: illness, observation of religious ceremonies/holidays, medical/dental appointments, bereavement, or legal appointments. All other absences are recorded as Unexcused.

As a reminder, student attendance is monitored by the Newhall School District. If tardiness and/or absences are frequent and habitual, action steps by the site administration will be taken that may include, an attendance letter sent home, parent/guardian/student conference with site administration, student put on an attendance contract, and a Student Attendance Review Board (SARB) hearing.

If you are going to be out for three or more days, please contact the office at least one week before leaving to inquire about taking Independent Study during this period. Your child will not be considered absent if you complete the appropriate paperwork prior to leaving and return all classroom assignments issued for your independent study on your first day back to school.

HEALTH AND MEDICATION

If your child will need to take medication on a short term or regular basis, it is necessary for you as their parent/guardians to have your doctor fill out an "Authorization to Administer Medication" form. This includes medications that can be bought in stores (i.e. Tylenol). Medications are kept in the school office at all times. Students may not carry medication on their person at school. Cough drops can be kept in the office if sent to school with a parent note allowing the child to take when needed.

If your child is injured during the school year and they are required to wear a cast, splint, brace, crutches, or to have sutures, a parent/guardian will need to accompany them to the school office the first morning the child attends school after the injury. There is a form that a parent/guardian will need to sign that explains the safety limitations for your child's participation in physical activities at recess and lunch play periods. Any child wearing a cast, brace, splint, or has stitches cannot be on the playground and will have accommodations made to support their recess time.

ARRIVAL/DISMISSAL PROCEDURES

Arrival Procedures

7:30 AM Perimeter Gates Open - Please do not arrive before 7:30 a.m. as there is no supervision.

7:50 AM Line Up Bell – Students are expected to line up at their classroom line

7:55 AM Instruction Bell - *Perimeter gates will be locked as the school day begins.

****Any students not inside the perimeter gate by 7:55 a.m. will be rerouted to the front office and will be marked tardy.***

Access to Campus

Our school campus opens each school day at 7:30 a.m. There are 2 gates available for entry. The front gate is located at the front left of the school, close to the play structures. The back gate is located on Lochmoor Road. When a student enters campus, he/she may purchase and eat breakfast in the cafeteria, or participate in supervised play and social time. Breakfast will be served daily from 7:30-7:50 a.m. Students in grades UPK-6 will have supervised play and social time until 7:50 a.m. During supervised play and social time, students will be permitted to play on the select black top areas. At 7:50 a.m., students will line up with their classes in front of their classroom.

Walking to School

If a student walks to and from school, he/she should discuss with their parents/guardians the safest and most direct route to school, and the approximate time the trip should take. Students and parents must cross streets only at corners and in the crosswalks. Whenever possible, we recommend utilizing the paseo. Please remind your child to not cross over private property, through yards, over fences, grass, shrubs, or flowers. Disrespect for our neighbors' property will not be tolerated. Also, students should never cross the street between parked cars. We love the idea of families walking to school together and celebrate that many of our families have adorable dogs or other pets that join them in their morning walks; however, our four-legged friends must stay on the curb and/or paseos as they are not permitted on school grounds at any time.

Bicycles

Students in grades 3-6 may ride their bikes to and from school. The riders must enter and exit through the back gate and walk bikes to and from the bike rack upon entering campus. All riders must wear a bike helmet. Scooters and skateboards are not permitted.

Car Drop Off and Pick Up

Students being dropped off or picked up by car have two options. The first choice is to use the front of our school. Parents simply enter the circular driveway and follow around as far as possible to drop off nearest the front gate. **For safety and efficiency, please always pull as far forward as possible before you let your child out of the car.** Student drop off is not permitted in the staff parking lot due to safety concerns. If you are not entering the parking lot, but are dropping your child off in front of the school, please ensure that you and your child use the sidewalk the entire way to the entrance. Please be respectful of our neighbors. Do not

block driveways, double park, or send your child to run across the street.

The second choice for car drop off is at our back gate on Lochmoor. Please park safely so your child can exit using the sidewalk to walk to enter the back gate. As a reminder, Lochmoor is a very crowded street in the morning so taking all safety precautions should be at the forefront of your mind as a responsible adult driver. You will need to be extra careful when turning around at the end of the cul-de-sac, and when going around the corners. Please be respectful of our neighbors. Do not block driveways, double park, or send your child to run across the street.

DISMISSAL PROCEDURES

At dismissal time each day students must depart campus. Please make all after school care and transportation arrangements with your children before school each day. Students must be picked up on time. The office does not provide childcare.

Students will not be allowed to be pulled out of class the last 10 minutes of the school day. There is no early release of 1-6 grade students after 2:30 p.m., M-Th or after 11:50 a.m., on Friday minimum days. **Students will not be called out of their classrooms after the above indicated times.**

There is no early release of UPK or Kindergarten students after 1:35 p.m., M-Th or after 11:50 a.m., on Friday minimum days. **Students will not be called out of their classrooms after the above indicated times.**

If you are withdrawing your child from school prior to the end of the school day, please note that your child(ren) will not be sent to the office until you have arrived in the school office.

Students are expected to leave campus at dismissal time each day. Dismissal is supervised by teachers. Arrangements must be made to pick up students at their dismissal time. School buildings and the playground are closed at dismissal. It is important that parents/guardians make after school arrangements with their child before the start of each school day. Any changes to a normal dismissal must be written by a parent/guardian and given to the classroom teacher. Students will not be able to use school phones for non-emergency pick up arrangements. Phone messages to the classroom during the school day will be limited by the site administration in an effort to avoid interrupting classroom instruction.

UPK, Kindergarten & Second Grade	will dismiss from the front gate.
First Grade	will dismiss from the back gate.
Third Grade	will dismiss from the gate located by the bikes in the front of the school
Fourth, Fifth, & Sixth Grades	will dismiss from the side gate
Older siblings can meet their younger siblings at their younger sibling gate if parents would prefer this option.	

SCHOOL OFFICE

The school office is here to help all students, parents, and teachers. Office hours are from 7:30 AM to 4:00 PM. In order to accomplish all the things that provide this help, certain standards must be followed:

1. All visitors must be buzzed in to enter the school lobby and then provide a valid picture ID prior to gaining access to the school campus. Before entering the building, please silence all cell phones and end all calls. Individuals who are in the middle of a call may be asked to step outside until their call is complete. ****We will follow the most updated Health and Safety COVID Protocols. At this time, volunteers will not be permitted on campus without proof of negative COVID test or vaccination records. ****
2. All students who come to the front office must have permission from a teacher or playground supervisor.
3. A friend may escort a student to the office, but may not wait in the office once the student arrives.
4. A student may use the office telephone for emergencies ONLY with permission from the classroom teacher. Please confirm all details surrounding after school arrangements for activities your child(ren) is involved in, such as Girl Scouts, Cub Scouts, going to a friend's house, and who will pick you up, before coming to school. The office will not be interrupting classroom instruction unless it is permitted by site administration.
5. Please encourage your child(ren) to direct playground conflicts to the playground supervisors before coming to the office as students must have permission from a classroom teacher or a playground supervisor to go to the front office.
6. Lost and found articles will be placed in the Lost and Found area (near the MPR) at the end of the day. Please encourage your child(ren) to check the lost and found area outside the MPR for any missing items. For small items, eyeglasses or lost money, they can check with the office staff. Lost-and-Found is cleared out at the end of each trimester and taken to a local charity. Please check regularly for lost items. It is also a good idea to put your child(ren)'s name on everything you bring to school.

COMMUNICATION FROM MEADOWS SCHOOL

Meadows and the Newhall School district will send out communication through the ParentSquare App which can be viewed via email and through the app. These messages with information and reminders about school events will be sent home weekly on Thursday evenings from Meadows. Links to information posted on our website are often included. You may provide the office with up to two email addresses.

Notices from the Meadows School and classrooms will occasionally be sent home with children. School flyers will also be posted on the school website. Informational Flyers will be sent home generated outside of the Newhall School District on the last Friday of the month.


POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The purpose of PBIS is to establish and maintain a consistent, safe climate in which appropriate behavior is the norm. Our PBIS Mission states we are committed to creating a safe, nurturing, positive environment where all students have the opportunity to reach high levels of social awareness and academic excellence. Using research based techniques, the Meadows staff has committed to proactively teaching expected behaviors in the same way they teach academics, understanding the function of behavior and how to support it, shaping behavior by explicitly teaching school wide expectations through modeling and positive reinforcement, and collecting data around behavior in order to provide tiered support to the students most in need.

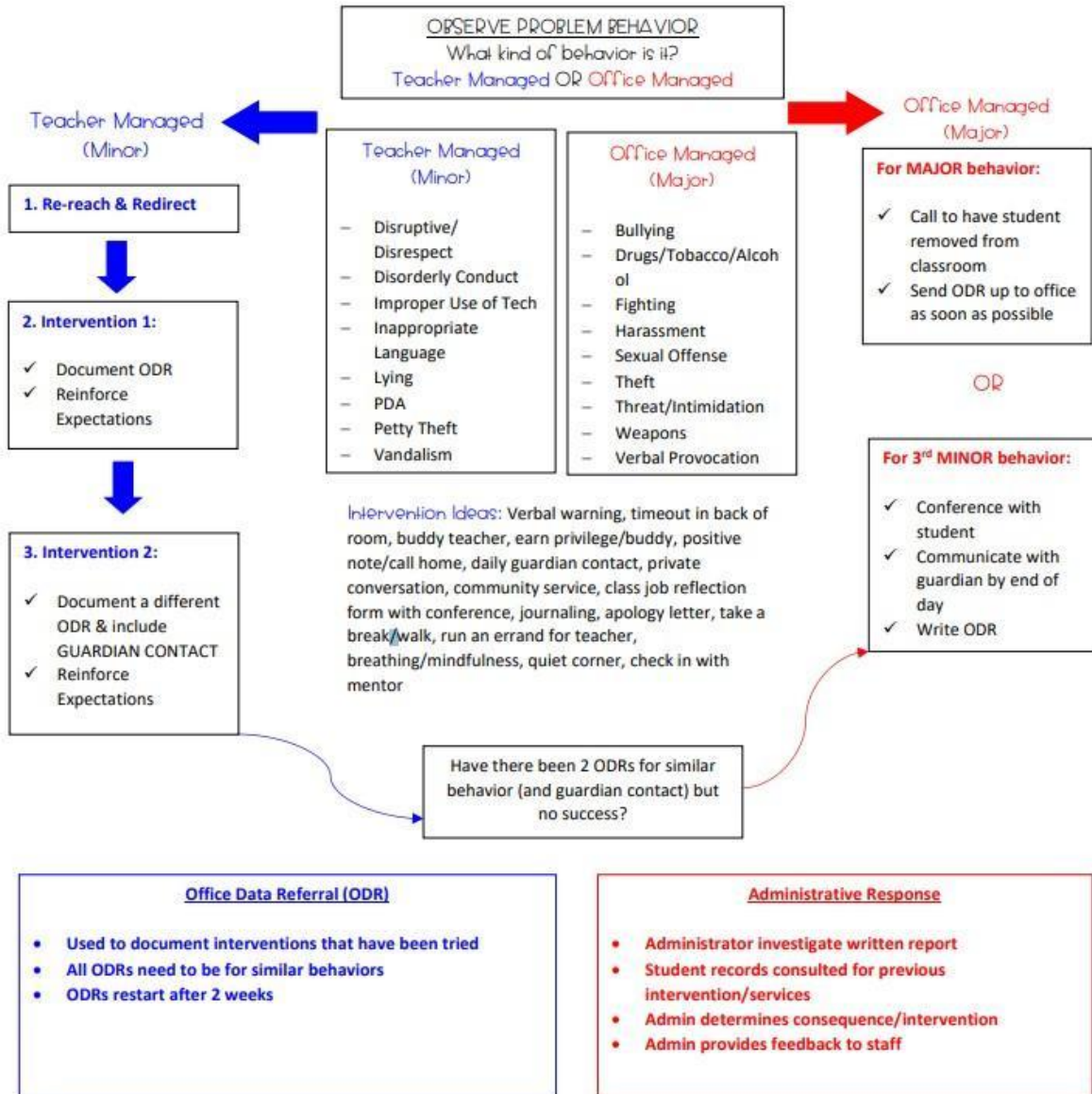
A Meadows' ROCKSTAR demonstrates the expected behaviors of **Respect, Ownership, Cooperation, Kindness, and Safety**. Our goal is to teach, reinforce, model, and acknowledge these expected behaviors consistently for all students. A school wide system of positive reinforcement has been created as a tool to reinforce and acknowledge students that demonstrate the expected behaviors and to shape behavior in students that struggle to consistently meet expectations. Once earned, they cannot be taken away. At Meadows, we use Rockstar tickets to do this. These tickets should be given away often to students that demonstrate an expected behavior. This token economy is to celebrate ROCKSTAR behavior-something we want to see often. All staff members should use these tickets to acknowledge appropriate behavior in school wide areas and can be redeemed for school wide prizes. Using this tool is a means to shape behavior and positively impact a student that might be struggling with making appropriate decisions. Teachers, administration, and school staff will be fair and consistent when enforcing school rules on our ROCKSTAR Matrix and following the outlined steps below on the Behavior Expectation Flow Chart.

MEADOWS ROCKSTARS

ELEMENTARY SCHOOL

	Hallways & Lobby	Bathroom	Playground	Cafeteria & Outside Tables	Assemblies
R RESPECT	<ul style="list-style-type: none"> ★ Level 0 voice in all hallways, inside an out ★ Level 1 in lobby ★ Hold doors open for others ★ Have permission to be in the hallway 	<ul style="list-style-type: none"> ★ Give privacy to self and others ★ Put materials in proper receptacle ★ Flush 	<ul style="list-style-type: none"> ★ Listen to safety supervisors ★ Choose a game and follow all game rules 	<ul style="list-style-type: none"> ★ Follow supervisors' directions ★ Speak respectfully to adults 	<ul style="list-style-type: none"> ★ Level 0 voice ★ Remove caps and hats during flag salute ★ Face the speaker
O OWNERSHIP	<ul style="list-style-type: none"> ★ Keep hands to self ★ Keep hallway clean ★ Sit correctly in lobby chairs ★ Speak clearly to office staff 	<ul style="list-style-type: none"> ★ Throw your trash away ★ Keep water in sink ★ Be quick 	<ul style="list-style-type: none"> ★ Throw away your trash ★ Bring in what you take out ★ Use equipment appropriately 	<ul style="list-style-type: none"> ★ Clean the table and floor around you ★ Throw away your trash 	<ul style="list-style-type: none"> ★ Be on time ★ Participate fully ★ Face forward
C COOPERATION	<ul style="list-style-type: none"> ★ Be where you're supposed to be ★ Walk in line on the right hand side ★ Use correct hallways to get to destination 	<ul style="list-style-type: none"> ★ Report vandalism and need for supplies ★ Return to class promptly 	<ul style="list-style-type: none"> ★ Take turns ★ Follow game rules ★ Use Kelso's choices to solve small problems 	<ul style="list-style-type: none"> ★ Use level 2 (or 1) voices ★ Enjoy your own meal without sharing 	<ul style="list-style-type: none"> ★ Listen to speaker ★ Stay with you class ★ Walk to class using level 0 voice
K KINDNESS	<ul style="list-style-type: none"> ★ Greet others politely ★ Use polite words ★ Use silent wave 	<ul style="list-style-type: none"> ★ Use level 1 voice ★ Keep it clean ★ Follow the Golden Rule 	<ul style="list-style-type: none"> ★ Include everyone ★ Be a good friend ★ Follow the Golden Rule 	<ul style="list-style-type: none"> ★ Welcome anyone to sit next to you ★ Use polite manners 	<ul style="list-style-type: none"> ★ Greet peers with positive attitude ★ Be polite ★ Respect personal space
 SAFETY	<ul style="list-style-type: none"> ★ Walking feet ★ Stay on right side ★ Face forward 	<ul style="list-style-type: none"> ★ Keep hands, body, and objects to self ★ Wash hands with soap and water 	<ul style="list-style-type: none"> ★ Use equipment appropriately ★ Report "Big Problems" 	<ul style="list-style-type: none"> ★ Keep hands, body, and objects to self ★ Walk at all times 	<ul style="list-style-type: none"> ★ Keep hands, body, and objects to self ★ Walk facing forward in line

ROCKSTAR BEHAVIOR FLOWCHART



SCHOOL CELEBRATION AND FOOD POLICY

The Newhall School District maintains a Wellness Policy. In conjunction with that policy and in an effort to promote healthy living and combat influences of childhood obesity, the Meadows School Site Council approved the following policy:

Birthdays are a special day for many students. Please do not send any birthday treats to school. They will not be distributed. Any additional celebrations will need to take place outside the school day and off campus.

When a class plans to have a holiday, seasonal, or thematic celebration the following guidelines shall apply:

1. The coordinating parent(s) must work directly with the classroom teacher and have all activities and plans approved.
2. Food items shall include an assortment of healthier items and one treat.

CAFETERIA/SCHOOL LUNCHES

Breakfast and lunch are served daily. The cost is posted each year by the Santa Clarita Valley School Food Services Agency (SCVSFSA). In the 2023-2024 school year, all school lunches will be provided to students for free.

Good table manners are expected of everyone. All children are expected to eat lunch unless a written request is made by parents. Students may talk in a quiet manner. All paper and food dropped on the floor must be picked up by students immediately. Students are to take a minimum of twenty-five minutes to finish their lunch, and must remain in their seats until they are dismissed by an adult.

RECESS - No outside food or drinks will be delivered to students for recess. Students are encouraged to bring a snack from home or buy a snack from the MPR.

LUNCH - All outside food and drinks must be labeled (student name, grade level, teacher name) and delivered to the front office prior to the lunch period. Parents may not deliver lunches to classrooms. Parents/guardians will be asked to place the lunch in the designated grade level lunch box, located in the front office. The grade level lunch box will be delivered to the lunch room by school personnel just minutes prior to the start of the lunch time. Students are responsible to know that their lunch will be in the grade level lunch box. Lunches will not be delivered to the lunchroom after the grade level lunch period begins. It is the student's responsibility to check their grade level lunch box in the MPR for their lunch.

HOMEWORK

Homework may be assigned by your child's teacher, and is designed to practice skills he/she has learned in class. During homework time, your child should practice time management and study skills as well as expand their knowledge on grade level material. Homework also provides students with an opportunity to share with their family what they are learning in school. Homework should support what students are learning, take approximately 20 minutes for students in grades K-2 or 30-60 minutes for students in grades 3-6 to complete.

Homework is assigned Monday through Thursday. Long-term projects may extend over weekends, and are monitored by teachers to promote student success. Incomplete class work may be part of homework.

If a student forgets his/her homework, a parent/guardian may bring it to the school office. Homework brought from home by a parent/guardian after the start of the school day will be placed in the teacher's mailbox. In an effort not to disrupt classroom instruction, late homework will not be delivered to the classroom during the school day. Teachers will check their mailbox twice a day; recess and lunch. Parents may not deliver homework to the classroom.

If you or your child(ren) has a concern about the amount of homework him/her receives, please schedule a conference with the classroom teacher. If your child forgets his/her homework and the classroom teacher have already left school for the day, we cannot call a custodian to unlock the classroom.

ACCIDENTS

In case of an accident, students are to report the incident to the nearest teacher or safety supervisor. If a student requires medical attention, the teacher will send the student to the Health Office and parents will be notified. A peer assistant and/or a staff member will escort students to the Health Office, when necessary.

EMERGENCY PREPAREDNESS

The most important thing for you and your child(ren) to remember in the event of an emergency is to remain calm. Throughout the school year, site administration will conduct emergency drills so that all students will know what to expect if we were to have an emergency at school. Classroom teachers will give instructions to your child(ren) on what to do during an emergency drill. A continuous fire alarm tells you that a fire drill is underway. During a fire alarm, everyone is required to leave the classrooms rapidly and quietly under the teachers' direction and walk to the designated area assigned to that classroom.

Part of preparing for emergencies is the preparation and collection of the emergency contact information. Parents/guardians are to fill the EMERGENCY CARDS out completely in the Aeries Parent Portal, and with local contacts for the office to call in the event your student is ill or injured. It is important that these cards are updated with new work and home phone numbers should you and your family move during the school year.

PROCEDURES AND EXPECTATIONS FOR COMMUNITY EMERGENCY OR NATURAL DISASTER

In our desire to provide a calm, orderly, safe environment, we feel it is important that both students and parents are familiar with the dismissal procedures in case of an emergency. Our priority is to account for the location of every student; therefore, we will keep accurate records of released students, who picked them up and where they are taken. This information will be available to other family members who may arrive looking for children. We appreciate all parent/guardians support and patience in helping us keep all students safe in the event there is an emergency during school hours.

Emergency procedures include:

- Parents will line up on the sidewalk starting at the gate on Lochmoor (*near the park/soccer field*) and extend the line toward the paseo. Parents should not use other entrances to the school grounds. These entrances are dedicated to other purposes and their presence may jeopardize student safety. Parents should not climb fences or call children to leave their lines.
- For parent's safety, they should not enter any school buildings.
- If possible, we request that parents walk to campus so that roadways and parking are available for emergency vehicles should they be needed.
- Only individuals listed on the emergency card will be allowed to check students out. School staff will remain on site to supervise and care for students while they wait to be picked up. Parents should not send individuals who are not on the emergency card.

School Evacuation: If for some reason the school is evacuated to another campus in our district, parents will be informed of the location by phone as well as signs in front of our school. Proceed to that location and follow the emergency release procedures of that school.

Lock Down: In the event that we receive direction from local law enforcement to lock down our campus, all students and staff will remain in the building with doors locked. We will not open doors to allow anyone in or out of the building until the lock down has ended. Parents are encouraged to gather at the park until we are given approval to dismiss students. Students will exit the buildings with their teacher and a staff member will come to the park to notify you.

Telephones: Please do not call the school office so we may keep our phone lines available for emergency use. We will do our best to share information through the Blackboard Connect system. It is not advisable to call students on their cell phones, as they are stored in book bags during the school day and will not be with the students during an emergency situation.

It is imperative that parents maintain accurate and up to date numbers and emergency contact information with both the school office and their child's teacher. Thank you in advance for your courteous behavior, respect for procedures, and patience during any emergency we may have. It is our sincere hope that we will not need to implement these procedures.

OPPORTUNITIES FOR INVOLVEMENT

There are many opportunities for parents/guardians to be involved in the Meadows Community. Parent Teacher Student Association (PTSA) and Meadows Foundation are always looking for volunteers to help plan and/or run programs. There is a wide range of involvement opportunities with something for everyone.

Our Site Council is a leadership council that is composed of elected parents, community, and teachers. The council serves an advisory capacity, assisting with the planning and assessing of school programs and budgetary decisions. Our SSC meetings are open to the public. Check the school calendar for meeting times.

STUDENT SCHOOL RULES

Meadows School is fortunate to have parents, staff, and students that reflect the quality and pride of our community. Thank you for reviewing the school rules below with your child(ren).

- All students' need to respect all members of the school staff, including teachers, playground supervisors, custodians, office staff, librarian, instructional assistants, assistant principal, and principal. Students are

expected to be courteous to all children and adults by saying, “Mr.,” “Mrs.,” “Ms.,” or “Miss” when talking to adults.

- Students need to respect the rights of other children and treat them as you want to be treated. If your child feels at any time that they are a victim of hate-motivated behavior, please see the principal. ● Students are to respect the rules and behavior expectations in your classroom
- Balls, bats, skateboards, rollerblades, toys, or small play objects are not to be brought to school. ● Snacks are permitted in designated areas only and chewing gum is not permitted at school. ● Use the trash barrels and recycle bins appropriately to keep our school grounds beautiful. Work to keep the classroom and school campus clean and neat at all times.
- Students may not leave the school campus at any time without permission.
- **Electronic devices such as smart watches, video games, cameras, recording devices, or other such devices are not allowed at school unless special permission is given by the classroom teacher or an administrator.**
- **Cell phones are not permitted to be in use during school hours. Phones must be put away and turned off the entire school day.**

Thank you for doing your part to contribute to the positive, rigorous learning environment at Meadows School. Your suggestions and ideas are always welcome!!

Mrs. Janette Van Gelderen
Principal