2019-2020

STUDENT

HANDBOOK

AND

DISTRICT INFORMATION
MISSION STATEMENT

Inspire children through real life learning

VISION

Support all children to reach their full potential in an ever-changing world through innovative educational methods that prepare students to be great communicators and problem solvers in a diverse global society.

Our Core Values:

- Integrity
- Meaningful Work
- Cooperation
- Excitement
- Competence

Our Shared Beliefs:

We believe in the common core values of respect, integrity and honest communication among parents, colleagues, and students.

We believe in providing meaningful work based on the needs of all stakeholders. This work must be flexible enough to accommodate constructive feedback and focused on common goals to meet the needs of a 21st century community.

We believe that it is important to infuse excitement and humor in every aspect of school life.

We strive to apply methods that engage students in a variety of learning modalities based on identification of both common and individual needs.

We believe that the positive pursuit of a committed collaborative effort will result in optimum achievement for staff and student alike.

We believe that the spirit of teamwork will be reflected in the school climate.

We believe that competence is the combination of knowledge and effort which allow natural talents to flourish and surpass goals.
Welcome to Meadows Elementary!

Meadows Elementary is an exceptional learning community with a long-standing tradition of excellence. We are very proud to be working very closely with our supportive parents and community members, dedicated teachers and staff members, and hard-working students. We work together as a family at Meadows to create an environment that encourages student achievement and citizenship. Our staff is committed to providing all students with a quality education in a warm and nurturing environment.

It is our desire that this handbook will provide direction and focus to our time with students. Please use this handbook as a ready reference for future questions or clarifications.

If you have any questions about the information contained in this handbook, please contact us at (254) 336 – 1870.

Title I

Meadows is a Title I School-wide campus. The school receives additional funding used to support all students by providing additional staff and materials. A meeting is held at the beginning of the year to inform parents about the programs and services. Meadows’ Title I Parent and Family Engagement Policy and Home School Compact adopted in 2019 are listed below.
The staff at Meadows Elementary takes pride in doing what is best for all students while promoting a love of learning and academic growth. All parents and family members are welcomed and valued. Our mission at Meadows is to inspire children through real life learning.

**Communication** We believe communication between home and school is vital to student success and that frequent, two-way communication between parents and teachers is key to supporting the learning process. We use multiple avenues to promote communication with parents and families at Meadows: Blackboard Connect allows announcements to be shared by phone, email, and text. Teachers communicate through notes shared in student take-home folders, electronic communication sent via email and classroom communication apps like Remind 101 and Classroom Dojo, and phone calls.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student planners. We strongly encourage parents to contact their student’s teacher when there is a concern so that we can work together for the good of the student. Parents can also submit concern forms in the front office and receive a response from an administrator within 24 hours. Written materials will be available in both English and Spanish. If we need to translate things into another language, please contact the school office. We’ll do our best to accommodate you.

**Parent and Family Member Learning** Meadows holds multiple parent events with the intention of offering information about Texas academic standards and state and district assessments. We offer information to help parents monitor their child’s progress and to partner with teachers as a team to help your student. We also provide information about ways to help your child at home, including how to stay current with new technology. Such family events include Math Night, Reading Night, Meet the Teacher Night, and Health and Wellness Night. We collaborate with our PTO, the Military Child Education Coalition (MCEC), and the School Behavioral Health program (SBH) to enhance the content offered during these sessions. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. We invite input from parents about the best times to offer meetings or desired topics for such meetings. If parents would like to make suggestions about their child’s education, please contact Principal Peter Hartley at 254-336-1870 or peter.hartley@killeenisd.org.

**Annual Title I Meeting** Our annual Title I meeting is held in October of every school year. This meeting is offered at flexible times and dates that are convenient to parents. All parents and family members of Meadows students are invited to attend. We want these families to know about Title I and how we use these funds to ensure that students are successful. We’ll discuss the Parent and Family Engagement Policy, the Home-School Compact, “Parents Right to Know”
and how you can be involved in your child’s education. You’ll learn about the curriculum we use, academic assessments, and what our latest STAAR scores look like. We’ll even feed you a snack!

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making (SBDM) committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan (CIP) which outlines the goals prioritized for the year and strategies put in place to meet these goals and assists in making decisions about how Title I funds are spent. If you would like to be involved on SBDM, please contact Principal Peter Hartley. Meadows also surveys families to gather their feedback on experiences with the Title I program. We value your opinions and welcome input from all parents. For parents unable to participate in SBDM, an annual meeting is held for the purpose of evaluating the plan and gaining parental input on changes for the upcoming year. Parent comments related to the CIP are submitted by Meadows to the KISD Coordinator of Federal and Special Programs.

**Parent and Family Engagement Policy and Home-School Compact** We need your help! We must review our current Parent and Family Engagement Policy and Home-School Compact every spring. Parents and family members are a critical, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. Both of these documents are posted on our campus website ([https://schools.killeenisd.org/Page/41](https://schools.killeenisd.org/Page/41)) so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Parents have the right to participate in decisions relating to their child’s education and may request a meeting with their child’s teacher at any time during the school year.

**Volunteer Orientation** At the start of every new school year, and throughout the year, our volunteer coordinator, Colleen Tedford conducts a volunteer orientation to outline KISD policies. Meadows requires parents to complete the volunteer application ([found at https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do](https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do)) and the volunteer orientation process before they can enter classrooms for volunteer work, parties, or other events. Parents must also be approved volunteers in order to interact with students during school-wide events such as Field Day and Career Day, and to support classes on field trips. Volunteer applications must be resubmitted each year, and we recommend all parents go through the volunteer approval process at the start of every year. If you would like to volunteer, please contact Ms. Tedford at 254-336-1870.

**Staff Awareness** Our campus staff receives training each school year about the value of parent and family member contributions at school. We stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.
**KISD Parent and Family Member Classes** KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the KISD Special Programs Department for more information at 254-336-0240.

(Accepted 5/23/19)
Our Goals for Student Achievement

- Provide rigorous learning tasks daily that are tightly aligned to State standards
- Engage students using the Gradual Release of Responsibility model
- Empower teachers and students to regularly monitor and assess their progress in the curriculum

Our Reading Focus
Develop students’ listening, speaking, reading, writing, and thinking by focusing on the following areas:
- Developing and sustaining foundational language skills
- Comprehension skills
- Response skills
- Multiple genres
- Author’s purpose and craft
- Composition
- Inquiry and research

Our Math Focus
- Problem solving skills
- Number and operations
- Algebraic reasoning
- Geometry and Measurement
- Data Analysis
- Personal Financial Literacy

Our Responsibility to Our Students
To enable our students to meet the State’s academic achievement standards, our school provides high quality curriculum and instruction to our students in supportive and effective classroom environments. Our teachers regularly engage in a deep study of the standards and receive ongoing professional development to refine their instructional practices. We support our students and work hard to provide a welcoming, safe school environment.

Building Partnerships
Meadows Elementary is committed to providing families with resources and opportunities for learning in order to assist parents in working with their child. Please consider joining the staff and fellow parents through some of the following events and programs:
- Family Learning Nights
- Parent information sessions sponsored by the Military Child Education Coalition
- Volunteering

If you would like to volunteer or observe in your child’s classroom, please contact our volunteer coordinator at colleen.tedford@killeenisd.org or 254-336-1870.

Communication About Student Learning
Meadows Elementary is committed to frequent two-way communication with families about their children’s learning. Some of the ways that parents and teachers communicate include:
- Weekly communication folders
- Parent-teacher conferences in the fall and spring
- Progress reports and report cards
- Current grade checks through Home Access Center
- Newsletters and updates on the school website

For questions about your child’s progress, please contact the teacher by email or call 254-336-1870 to leave a message. The teacher will return your call during a conference period or after school when he/she is not instructing students.

Meadows Elementary School
Home-School Compact 2019-2020

What is a Home-School Compact?
This home-school compact offers ways that we can work together to help our students achieve the State’s high standards. It provides strategies to help connect learning at school and at home. It is a commitment made amongst teachers, parents and students to share the responsibility for improving student achievement.

Jointly Developed
This home-school compact is the result of continuous collaboration between our parents, families and staff. Our Site Based Decision Making Committee meets several times a year to share ideas and work toward common goals. In the spring of each year we hold a Title I meeting to review and revise this compact based on the school’s academic goals and students’ needs.

Accepted: May 23, 2019
**TEACHER COMMITMENTS**

**To support student achievement goals, I will...**
- Develop learning goals with students and send home materials to help parents support the learning goals at home.
- Involve students in daily reading activities and provide parents with resources to practice reading skills at home with their child.
- Share with parents the math problem solving strategies used in the classroom and send home at least one application problem a week.
- Provide a positive, safe, and effective learning environment for all students.
- Connect students with after-school activities that support their learning.

**To support effective communication, I will...**
- Review the home-school compact with parents at the initial parent teacher conference.
- Assist parents in understanding opportunities to volunteer and participate in their child’s class.
- Initiate timely communication with parents when there is a concern regarding their child’s progress, behavior, etc.
- Respond to emails, phone calls, notes in the agenda, etc.

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**PARENT COMMITMENTS**

**To support student achievement goals, I will...**
- Provide a quiet time each day for completion of homework and/or reading.
- Talk with my child each day about school and homework; set high expectations for his or her academic achievement.
- Read daily with my child and talk about what was read.
- Practice math facts/concepts with my child.
- Include my child in opportunities for real world application of problem-solving skills such as cooking, paying bills, repair projects, etc.
- Participate in school events, workshops, and meetings.

**To support effective communication, I will...**
- Initiate communication with school staff when there is a question or concern.
- Review the weekly homework folder and other communication flyers sent home.
- Respond to emails, phone calls, notes in the agenda, etc.
- Participate in parent-teacher conferences and other meetings about my child and his/her progress.

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**STUDENT COMMITMENTS**

**To support achievement goals, I will...**
- Follow school rules, participate in classroom activities, and take responsibility for my learning.
- Complete all assignments, including homework, to the best of my ability.
- Set high academic expectations for myself.
- Read every day for at least 20 minutes and talk with someone about what I have read.
- Practice math facts and concepts using flashcards, online tools, games, etc.
- Identify math in the world around me such as shapes, angles, money, etc.

**To support effective communication, I will...**
- Talk with my parent(s) about school each day.
- Ask questions when I don’t understand something or need additional help.
- Seek help from my parents, teachers, and other school staff when there is a problem or concern.
- Speak positively with others and take turns both talking and listening.

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Teacher Name: __________________________
Signature: ______________________________

Parent Name: __________________________
Signature: ______________________________

Student Name: __________________________
Signature: ______________________________

Language translation of materials and documents shared with parents/guardian of students at Meadows Elementary will be made available upon request. All students and parents/guardians of students at Meadows Elementary have had the opportunity to discuss the contents of and have received a copy of this compact. **Date of parent-teacher conference:** __________________________
General Campus Information

ABSENCES / ATTENDANCE
Attendance is recorded at 9:30 am. Students who are present at this time will be counted present for the entire day. Excused absences include illness, sickness or death in the family, military Rest and Recuperation, quarantine, observance of religious holy days, or weather/road conditions making travel dangerous. The State of Texas requires that we keep accurate data of all absences, therefore a parent/guardian must send a written explanation of each absence to your child’s teacher or to the attendance secretary within five (5) days of the student’s return to school. Include the following on the note: name of student, name of teacher, date of absence(s), and specific reason for the absence(s). Note: if your child has a medical appointment during school hours, bring a note from the doctor’s office. Absences for which notes are not received will be classified as UNEXCUSED until documentation is provided. After a student has accumulated (10) absences (excused by a parent/guardian note), documentation from a health care professional will be required for any additional absences. Both excused and unexcused absences are reported on the student’s report card. Perfect Attendance awards will be given at the end of each semester to students who have not accumulated any absences or tardies for the semester. For more information, please see the District Information Section.

AFTER SCHOOL ACTIVITIES
Students participating in after school activities are expected to inform their parents in advance when they plan to stay and when they will be dismissed. Students will not be allowed to stay after school unless prior consent from a parent/guardian has been received by the school/teacher.

ARRIVAL PROCEDURES
Students may enter the building through the front (main) entrance door and the doors located on our south loop off of Tank Destroyer at 7:00 am when hallway supervision starts. Buses deliver students on the west (cafeteria) side of the building. Students who choose to eat breakfast report directly to the breakfast line. Breakfast begins at 7:00 am. Students are expected to be in class when the ‘Welcoming Bell’ rings at 7:30 am. Students will be marked tardy beginning at 7:35 am.

We kindly request that parents help instill an ‘independent start’ in their child. Please encourage your child to walk independently to his/her designated area. Please build this level of independence starting with the very first day of school. Staff members are stationed throughout the building at 7:00 am each morning to assist with safety. We will have extra staff available the first few days of school to help with independent starts. When students begin the day independently, it helps us to begin the day smoothly.
BICYCLES / SCOOTERS
Bicycle / scooter racks are positioned in the front of the building. Bicycles / scooters brought to
school are to be parked in the racks provided and not ridden or touched except by the owner.
We recommend that students lock their bikes for security. Once a student reaches the campus
area, he/she shall walk his/her bicycle/scooter to the designated area for the safety of
themselves and for others.

Fort Hood Housing Regulations require all children riding bicycles, scooters and skateboards
to wear a helmet.

BIRTHDAY CELEBRATIONS
In accordance with KISD policy, birthday parties are not permitted at school. However,
parents are allowed to bring individually-wrapped, store-bought treats to school in
recognition of a student’s birthday.

- All treats will be delivered to the front office.
- Teachers will distribute treats at the end of the day to minimize disruptions of
  instructional time.
- Parents and guest will not be permitted to visit the classroom in celebration of the
  student’s birthday.
- Deliveries (balloons, flowers, etc.) to children are not permitted during school hours.

Invitations to personal birthday parties may only be handed out at school only if all class
members are invited. Parents will give the teacher prior notice.

CAFETERIA
Meadows offers two (2) nutritional meals daily. Breakfast is served from 7:00-7:25am. Each
grade level has a 30-minute lunch break. You may check classroom lunch schedules in the
office; schedules are subject to change. Each child is assigned a Personal Identification
Number (PIN) he/she must enter when going through the line. You or your child may deposit
money into his/her account between 8:00 and 10:00 am. Receipts are not provided for checks.
If a cash amount exceeds $5.00, a written receipt is given. As a courtesy, a written reminder
will be given to students when his/her account is low. It is the student’s responsibility to
make sure the note is taken home. Please encourage your child to inform you if money
is needed in his/her account. Money in the student’s account may be used to purchase
breakfast, lunch, or extra items. Parents are asked to inform the cafeteria personnel in writing if
there are any restrictions on what their child may purchase with their cafeteria account. A
detailed report on your child’s account can be requested from the cafeteria throughout the
school year. Parents may also review their child’s account or make prepays by credit card or
electronic check over the Internet by logging onto www.pamslunchroom.com. The cafeteria
cannot accept credit card payment at the campus. STUDENTS ARE ALLOWED TO CHARGE
ONE MEAL AT A TIME. The negative balance must be paid before charging the next meal. If
your child does not have enough funds to pay for a full meal, he/she may pay for a partial meal
at al-carte prices or peanut butter sandwich will be provided along with a carton of milk at no
charge.
LUNCH AND BREAKFAST PRICES
See updated meal prices on the KISD website under School Nutrition.

FREE / REDUCED LUNCH FORMS
Forms are available in the front office and may be completed at any time during the school year. Please fill out the form completely so that there will be no delay in processing.

JOIN YOUR CHILD FOR LUNCH
You may eat lunch with your child during their designated lunch period. Please sit with your child at the designated table with your student. You will enter the building as usual, sign in at the office, surrender a picture ID, and wear a visitor’s tag. Please go directly to the cafeteria to meet your child. Stopping by the classroom disrupts the routine at this time of transition. Teachers will appreciate your cooperation with this request. We have found that it is best to wait until after a few weeks of school to visit for lunch. This allows us to establish routines with as little disruption as possible.

CAFETERIA EXPECTATIONS
Students at Meadows are to use good manners while eating in the cafeteria. We also ask that inside voices are used during lunch for the safety and well being of all. The following rules are in place in the cafeteria. Consequences will be imposed if rules are not followed.

Expectations include:
1. Students should use good table manners while in the cafeteria.
2. Students should follow the directions and show respect for the cafeteria staff.
3. Students are to remain seated until they have permission to get up.
4. Food is not to be traded from one student to another or taken out of the cafeteria.

CELL PHONES
As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other telecommunication devices on school property during the school day. Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by the principal and are subject to disciplinary action. Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or the unauthorized use of the device.

For privacy reasons, we ask that you refrain from using a cell phone in the office area.

CHECKING A STUDENT OUT EARLY
If you need to pick up your child before official dismissal, you must sign out your child in the office. Please send a note to the teacher if possible so that he/she may be prepared. Students are not released from class until you actually arrive at school and the office calls for him/her. For the safety of our students ANY PERSON, including a parent and/or guardian, who checks a student out before the end of the school day MUST SHOW a photo ID – NO EXCEPTIONS.

In addition, students will ONLY be released to persons listed on the student’s registration card on file in the office. To prevent classroom disruptions, parents will NOT be able to check out students from 2:30 pm to dismissal, please come several minutes prior to 2:30 pm in order to anticipate the time that it will take to sign out your student.
CLASS ASSIGNMENTS
Upon enrollment, your child will be placed in a class. If an adjustment is necessary, you will be notified. Meadows does not accept parent requests for teacher assignments.

CLINIC INFORMATION
As much as is possible, all medications should be administered at home. If this is not possible and the medication is to be administered at school, it must be stored and administered in the clinic. This includes cough drops. Parents must complete a form that is kept on file in the clinic when medication is to be administered during school hours. In addition, any prescription medication administered at school for more than 10 days requires a permission form from the doctor. We CANNOT give ANY medication (not even Tylenol) nor remove a splinter without written consent from the parent/guardian. Also, a doctor and parent signed permission form is needed in order for the clinic to give over-the-counter medication for any length of time. Forms are available in the Meadows Clinic. Please see District Information Section for more details.

Children are encouraged to keep a seasonal change of clothes at school. Children may need a change of clothes from time to time in case of any type of accident.

CONFERENCES
Conferences are encouraged throughout the year. To schedule a teacher conference, please contact the teacher by telephone, email, or note. Teachers are available to meet with parents in the morning before school; only if you have previously scheduled an appointment with the teacher. Teachers have much to do to prepare for the day in the morning. Often times they arrive at school early to get materials ready and mentally prepare for the day. Please respect this time and do not ‘pop’ in for an informal conference.

COUNSELING PROGRAM
Meadows Elementary School has two (2) full time guidance counselors. Our school counselors:
⇒ Work with individuals and groups
⇒ Perform classroom guidance
⇒ Facilitate parent information sessions
⇒ Provide information for future planning to students
⇒ Maintain confidentiality
⇒ Help children cope with emotional crises
⇒ Facilitate better peer relationships
⇒ Encourage students to recognize and make the best use of their abilities
⇒ Help students overcome learning difficulties
⇒ Assist parents and teachers in helping children
Parents will be informed of special activities and programs as these become available. Our school counselors work regularly with students in all grade levels. Responsive services take many forms including individual, small group, and classroom guidance activities.

In addition to KISD counselors, Meadows receives additional counseling support from the Army:

- Military Family Life Counselors (MFLCs) provide on-site, as-needed support to students who have received consent from their parents.

- School Behavioral Health Social Workers provide on-site support and connect parents to additional services through Darnell Army Community Hospital Child Behavioral Health Clinic to parents who provide consent.

Please contact the school office for additional information about both programs.

**DELIVERIES**

In order to preserve a continuous learning environment, there will be no deliveries of any nature made directly to classrooms. No commercial deliveries of food will be made to any classrooms. Deliveries (balloons, flowers, etc.) to children are not permitted during school hours.

**DISCIPLINE MANAGEMENT PLAN**

We strongly recommend that you read the KISD Student Code of Conduct Handbook found on the district’s website [www.killeenisd.org](http://www.killeenisd.org) carefully and become acquainted with the district policies regarding student behavior, student dress, attendance, and other district policies. Please go over these guidelines with your child; it is important that students understand them. If your child rides the school bus, please become very familiar with the guidelines for bus riders as well. If you would like a paper copy or have questions concerning this handbook, feel free to contact the building principal.

Most students choose to behave appropriately. It is important, however, that all students understand both the positive and negative consequences of their actions. The success of a discipline management program depends on educators and parents working together. We look forward to a happy, productive year for your child. We take our responsibility of teaching your child and providing a happy, safe learning environment very seriously.

**DISMISSAL**

Students are dismissed daily at 3:00 pm. On early dismissal days, students are dismissed at 1:00 pm.

If someone is going to pick up your child they must show a photo ID and be listed on your child’s emergency card in the office.
Please note the ‘Out of School Child Supervision Policy’ produced and enforced by Fort Hood. This document is located between the campus and district sections of this handbook.

**DRESS CODE**

Meadows follows the same dress code standards issued by KISD’s Student Code of Conduct Handbook, found at the end of this document. Parents, please use good judgment in helping your child select outfits for school. Additional information is located in the Student Code of Conduct. All dress code issues will be subject to the administrator’s judgment.

During Physical Education and Music class, students will be asked to participate in physical movement to engage with the music and physical education curriculum. To this end, students should wear safe and appropriate footwear during P.E. and music classes: tennis shoes or rubber soled shoes during their P.E. time. Students may bring shoes to change into but should not wear sandals, boots or dress shoes during P.E. and music.

**DROP OFF/DISMISSAL PROCEDURES**

**During Drop Off:**

So that we can get your kiddos out of your vehicle safely:

- Please follow the directions of staff members on duty. Respect and stop for all crossing guards.
- Vehicles should not move to the outer lane to go around cars only to return to the inner lane to drop off a student – please wait your turn.
- Students should exit from the passenger side of the vehicle, directly onto the sidewalk (unless a car carrier prohibits them from doing so).
- If a student needs to exit from the driver side, a staff member will come to the driver side of the vehicle to escort the student to the sidewalk. Students should never exit the driver side of the vehicle unescorted.
- Do not use the front parking lot as a drop-off line. For your student's safety, if you use the front parking lot we ask that you park your car and escort your child to the crosswalk.
- So that we can get your kiddos out of your vehicle efficiently, get you on your way, and minimize cars backed up onto the road:
  - Pull up to furthest open cone to drop off your student. This may be past the crosswalk.
  - Say your goodbyes before your turn to unload. If you need more time with your child, please park in the front or rear parking lot and escort them to the school entrance.
  - Parents should remain inside their cars – if students need assistance exiting the vehicle a Meadows staff member will help them. The use of the front parking lot is encouraged if parents need to exit the vehicle.
  - Once a student exits, we will help the student with their jacket, backpack, lunchbox and make sure they have the help they need to make it to the building and to class if need be.
  - Please do not use the school drop off line as an opportunity to chat with staff. This holds up the line and prevents our staff from assisting other students.
Please note that our busiest time during drop-off in the morning tends to occur between 7:20 and 7:30. If your schedule allows, consider dropping your kiddos off between 7:00 and 7:20 to experience less traffic on the loops.

Please allow for additional delays on days with inclement weather. In general, crossing guards seek to balance the steady flow of traffic with a steady flow of pedestrians, but in bad weather they will give preference to pedestrians.

During Pick-up:
- When picking-up students from the front loop in the afternoon, Meadows teachers will work as quickly as possible to unite students with the correct vehicle. Vehicles should not move to the outer lane to go around cars only to return to the inner lane to pick up a student – please wait your turn
- Parents are to remain inside their cars – do not leave car unattended

**EMERGENCY CONTACT INFORMATION**

It is VERY important that we always have a number where we can reach you in case of an emergency. Please keep the office updated with any change of cellular numbers or telephone numbers at home or work. If you do not have a phone at home, we need the name and contact information of someone who can reach you. This information must be updated in person in the front office.

**ENROLLMENT**

Documents required for enrollment are:
- Birth Certificate
- Social Security Card
- Proof of Residency
- Immunization Record

**For Pre-K enrollment additional requirements are military ID and DEERS information.

**Enrollment Ages**

Pre-Kindergarten: To be eligible for enrollment in Pre-K, a child must be:
1. 3 or 4 years old on or before September 1st. **Note:** 3 Year Old Prekindergarten is available at Fort Hood elementary campuses only to families who live on Fort Hood.
2. Unable to speak and comprehend English*; or
3. From a family whose income is or below subsistence level set by the State Board of Education; or
4. Student is a dependent of active duty military (to include activated National Guard or Reserves) or a dependent of a person injured, killed or MIA during active military duty).

*Students who qualify for language will be tested prior to enrollment.

Kindergarten: To enroll students must be 5 years old on or before September 1st.
First Grade: Students must be 6 years old on or before September 1st to enroll. There are 2 exceptions:
1. If a student is 5 on or before September 1st and has completed public school Kindergarten in another state.
2. If a student is 5 on or before September 1st and has been enrolled in and receiving instruction in a public school First Grade in another state.

Grades 2-5: A child entering these grades should provide school records from the previous schools attended or provide the name of previously attended school(s) so we may obtain the child’s complete academic records.

Special Note: Previous Home Schooled students will be directed to an administrator.

FIELD TRIPS
Field trips are considered field-based instruction and are planned for educational purposes to meet learning objectives. Students MUST HAVE a signed permission slip for each field trip before they leave the campus. Students can be denied the opportunity to attend field trips based on campus behavior as determined by campus administration.

Parents who wish to chaperone must be cleared with a KISD volunteer background check. The application for the volunteer background check is available on the Killeen ISD website. This takes approximately 1 week for processing; so allow sufficient time prior to the field trip. Please contact the Volunteer Coordinator for details for completing this paperwork. Parents and younger siblings will not ride district busses on field trips.

FIRST DAY OF SCHOOL
Before the beginning of the school year, class assignments will be posted. Please check these rosters so your child will know where to go on the first day of school. Please encourage your child to find his/her own way to the classroom beginning with the first day. After the first week of school parents will be required to follow building access rules.

Upon arrival students will walk to their designated areas and will remain there until the 8:05 am bell.

FOOD AT SCHOOL
Elementary schools are required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child’s meals, but may not send food or purchase food for other students at mealtime.

Grade levels may request that parents provide snack items for the entire class. Teachers will provide a list of approved snacks. Additional information about state nutritional guidelines may be found at www.squaremeals.com.
LIBRARY
The Meadows Library is open from 7:45 am to 3:30 pm Monday through Friday. All books are due within 10 school days from the check-out date. Magazines and other materials are due within 5 school days. Parents are welcome to visit the library after school. An account can be set up so that parents and children can enjoy reading together. All materials from the library need to be treated with care. Students will bring home a care sheet at the beginning of the year for a parent signature. Fees for lost or damaged books need to be paid in full before checkout can continue.

LOST AND FOUND
Each year we have many articles of clothing left at school. Many times these items are not marked with the child's name. If a student loses anything he/she should report the loss to the teacher immediately. Clothing, lunch boxes, and other similar items are placed in the shelves near the gym. Valuable items, watches, eyeglasses, etc., are kept in the office. All unclaimed items are donated to Goodwill at the end of each grading period (October, December, March, and June). Please label all of your children’s clothing with first and last name. Neither the campus nor the district assumes responsibility or liability for loss or damage to an item that is lost or left unattended at school.

PARENTAL INVOLVEMENT/VOLUNTEERS
Meadows has an active volunteer program. Volunteers must complete the district volunteer application and complete a campus volunteer orientation before working with students on campus or chaperoning field trips. This process takes about 1 week and is in place to create and maintain a safe school environment for your children. Please contact the PTA or the campus for information on becoming a volunteer.

PETS
For the safety of students and adults, pets are not allowed on campus grounds. Teachers may choose to have a class pet or pets in accordance with KISD procedures.

PICTURES
School pictures are taken in the fall and in the spring. Individual pictures are taken in the fall and class pictures are taken in the spring. A notice will be sent home prior to the photographer’s visit.

PLAYGROUND EXPECTATIONS
Meadows has two fenced playground areas; one on the southeast corner designated for younger students and one to the west of the building designated for older students. Playground rules are established for the safety of all students. Loss of playtime will result for students who make choices that are not consistent with these expectations. Our playgrounds are open to our community after school. Please help us care for the appearance and the equipment on our playground. No pets are allowed on campus at any time.

1. Follow directions the 1st time they are given.
2. Stay in the assigned area.
3. What’s on the ground stays on the ground.
4. Keep your hands, feet, and objects to yourself.

PROGRESS REPORTS & REPORT CARDS
Progress reports are distributed at 4 ½ -week intervals during each nine-week grading period.

Formal report cards are distributed at the end of each grading period. Unless otherwise notified, report cards will be distributed to the students on the Wednesday following the last day of each nine-week grading period.

PROMOTION
Promotion to the next grade is based on board policy EIE (LOCAL). You may find that policy at www.killeenisd.org and click on the ‘Policy Online’ link.

PROTOCOLS FOR SUICIDAL IDEATION, HOMICIDAL IDEATION, AND SELF-INJURIOUS BEHAVIOR
KISD has policy in place for when a student expresses suicidal ideation, homicidal ideation, expresses/engages in self injurious behavior, and/or has a suicide attempt. Parents will be notified immediately and are required to have the student assessed by a mental health professional to ensure his/her safety. The school district cannot incur the costs associate with the assessment. Documentation must be provided from a doctor, licensed counselor, or other mental health professional before the student is permitted to return to school or attend school related events.

PTA
We have a very friendly and active Parent Teacher Organization (PTO) which is transitioning into a PTA for the 2019-20 school year. You are invited and encouraged to participate in many ways. The first way is to formally join the PTA. This valuable group sponsors many activities and fund raisers that benefit students during the school year. PTA meetings are scheduled throughout the year. Watch for flyers and notes about the many ways you can be involved. This is an excellent way to show how much you care.

RECOGNITION OF STUDENTS
Student achievements are recognized in a variety of ways at Meadows.
- All “A” Honor Roll (with all A’s in core subject areas). No “U’s in music or PE or art
- “A/B” Honor Roll (with at least one “A” in a core subject). No “U’s” in music, PE, or art.
- Perfect Attendance
- Citizenship Awards
RESPONSE TO INTERVENTION TEAM
The Response to Intervention (RtI) Team is a cooperative problem-solving group that assists students, parents, and teachers in developing solutions for concerns about individual students. The team’s primary mission is to use the resources available within the school to provide supportive and preventive measures needed to help students be successful in the general education environment. The team will make data-driven decisions for students who are experiencing difficulties in academic and/or behavioral domains.

SAFETY DRILLS
An emergency plan is in place at Meadows in the event that an emergency situation arises. During the school year, staff and students practice the following safety drills: fire, tornado, bomb threat and lockdown. Fort Hood requires monthly 100% ID card checks for all personnel entering the building. Please be aware that everyone will need to show an ID card and sign in/out during the time of this exercise. This exercise is referred to as R.A.M.P.

If you happen to be present during a drill, you will be asked to fully participate for the duration of the drill. Please remain a safe distance from the building when a building evacuation has occurred.

SCHOOL COLORS AND MASCOT
Our school colors are green and white, and our mascot is the roadrunner. Remember to wear your Meadows Roadrunner spirit shirt on Fridays. Shirts are available for purchase from the PTO.

SCHOOL HOURS

REGULAR SCHOOL HOURS . . . . . . . . . . . . . . . . . . . . . . . . . . 7:30 am – 3:00 pm
EARLY DISMISSAL HOURS . . . . . . . . . . . . . . . . . . . . . . . . . . 7:30 am – 1:00 pm
LATE START HOURS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 9:30 am – 3:00 pm
OFFICE HOURS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 7:30 am – 3:30 pm

SCHOOL SUPPLIES
A complete list of requested supplies is available in the front office and on our school’s website.

TARDIES
Meadows students are expected to be in their classroom no later than 7:35 am. After that time, students are considered tardy and a tardy slip will be needed to enter the classroom. Tardies are considered a disruption of the learning environment, and all parents are strongly
encouraged to help their students arrive to school on time. Referrals for tardies will be written in accordance with the campus tardy policy. Excessive tardies will be one component in the decision for students not qualifying for perfect attendance incentives taking place throughout the year. Please refer to District Information Section for further information. The tardy policy for Elementary Campuses applies to pre-k through grade 5. Please note: Transfers may be revoked for students who violate rules of discipline, attendance, tardies, or are late being picked up.

TOYS / GADGETS / OTHER PROHIBITED ITEMS
Toys may not be brought to school unless the teacher sends home a note. (For example: Show ‘n Tell, Special Event, etc.) Toys, electronic games/devices or other items, which detract from the instructional program, are subject to confiscation. However, electronic items that positively impact learning (eBook, Kindle, etc) are exempt. Prohibited items, such as pocketknives, picks with metal tines, and toys or items defensive in nature should not be brought to school. See the Student Code of Conduct for a complete list of prohibited items. Neither the campus nor the district assumes responsibility or liability for loss or damage to an item or the unauthorized use of a prohibited item brought to school.

TRAFFIC / PARKING
(See “DROP OFF/DISMISSAL PROCEDURES” section above)

VISITORS
We always want you to feel welcome to visit the school; however, for the safety of all, you must sign in at the office. All visitors are required to surrender an ID card or driver’s license to obtain a visitor’s badge. Badges are worn in plain view while in the school. In case you forget you may be stopped by any staff member who will ask if you have checked in at the office and remind you to wear the visitor’s badge. Please do not be offended by this practice; your child’s safety is very important to us. Prior to leaving, please return the visitor’s badge to the office and the ID card will be returned.

For the safety of our students and staff, all visitors MUST report to the office upon entering the building. If you need to leave a message or an item for your child, we will deliver it for you to avoid classroom disruption. All visitors to any school campus in the district must comply with the access rules. Killeen ISD uses an automated system that verifies visitor’s access in our building.

1. All visitors must enter the campus through the safety vestibule and report directly to the front office.

2. A current driver’s license, a current State identification card, a current district ID badge, a current military ID, or the visitors name appears on the approved visitors list for the campus.
3. In lieu of a driver’s license, an individual presenting a State of Texas picture ID card, identify the individual as an employee of a law enforcement entity or the Texas Department of Family and Protective Services shall not be required to provide other forms of ID.

4. A visitor who cannot provide the requisite identification shall be restricted to the main office and may not go to other parts of the campus.

5. The campus administration has the discretion to deny access to any visitor when information is received from a reliable source that the individual poses a substantial risk to the safety of the students or staff.

6. Parents are welcome to visit the classroom with principal or assistant principal’s approval; however, uninterrupted instruction is vital to student learning.

WEBSITE
Our Meadows website is linked to the www.killeenisd.org. Once you are there, click on ‘schools’ and then select Meadows Elementary. We encourage your use of our website for information and calendar events.

WITHDRAWING A STUDENT
We ask that you notify the school as soon as you know your child will be withdrawing. You may send a note or call the office providing the child’s name, teacher, anticipated last day of attendance, and destination. However, a parent signature is required on the actual withdrawal paperwork. The school office requires a 5-day notice if parents would like to hand-carry a copy of the student’s records.

Parents may collect excess funds left in their student’s meal account between the hours of 8:30 am -10:00 am when funds are available. Please notify the Meadows Cafeteria several days prior to withdrawal in order to collect funds on the day the student’s last day. Parents may also collect these funds at the KISD Food Service Office.
III Corps & Ft Hood Policy
Out of School Child/Youth Supervision Policy

The following standards of supervision are enforced on children 12 years and younger:

Children 10 years-old and under (or 11 years old if in the 5th grade) will have direct supervision (that is, line of sight) by a(n):

- Adult.
- Parent.
- Child and Youth Services Child Development Center (CDC) or School Age Services (SAS) site staff.
- Designated “responsible” teenager, who is at least 13 years old.
- 12-year-old, who is in the 6th grade and has completed the American Red Cross Babysitter Certification Course (limited to no more than 6 hours).

Children 11 years old (or 12 years old, if in the 6th grade) will have monitored supervision.

Children 12 years old (or 11 years old, if in the 6th grade) may be left unattended for no more than 6 hours, between the hours of 0600 to 2100, during a 24-hour period. Additionally, this age group may sign themselves in/out of a youth center for no more than 6 hours per day during youth center operating hours.

Parents may designate an adult neighbor, whom the child (11 years old, or 12 years old if in the 6th grade) may physically check in with at intervals. Intervals are defined as no more than 6 hours. A child cannot be in “check-in” status between the hours 2100 and 0600.

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Parents must ensure that the child (11 years old, or 12 years old if in the 6th grade) is capable and knowledgeable in handling emergency situations.

Teenagers, between the ages of 13-15 years, may be left unattended between the hours of 0600 to 2100, but not to exceed 8 hours during a 24-hour period.

Teenagers, between the ages of 16-18 years (and still in high school), will not be left unattended for more than 12 hours during a 24-hour period.

While walking to and from school, children in grades pre-kindergarten through 1st grade must have direct supervision (line of sight) by a(n):

- Adult.
- Parent.
- Designated “responsible” teenager, who is at least 13 years old.
- 12-year old, who is in the 6th grade and has completed the American Red Cross Babysitter Certification course.
- Child and Youth Services Child Development Center (CDC) or School Age Services (SAS) site staff, or Family Child Care (FCC) Provider.

Every Soldier, employee, and Family Member of the military community must report known violations of this policy and suspected child abuse or neglect to the Family Advocacy Program (287-CARE /2273) or to the Police (287-2176).

Child and Youth Services Central Enrollment and Registration Office (287-8029) will assist parents with finding suitable childcare at a Child Development Center, School-Age Services site, or in a certified Family Child Care (FCC) home.

Telephone numbers can be found in Appendix B.

Police officers respond to complaints of violation of this policy.

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Out of School Child/Youth Supervision Policy

Action taken by the military police, when a child is found unattended, is contingent upon the degree of danger in which the child is found.

- Police officers take the following actions, when a child is found without proper supervision:
  - Safeguard and identify.
  - Detain and return to parental control.
  - Notify 287-CARE.

Parents are responsible for ensuring compliance with the Out of School Child/Youth Supervision Policy. Violations of this policy place children at risk and may result in action taken by:

- Directorate of Emergency Services.
- Directorate of Public Works - Housing Services Office.
- Army community Service - Family Advocacy Program.
- Department of Social Work.
- Texas Department of Protective and Regulatory Services, Child Protective Services.