

# MEADOWS ELEMENTARY SCHOOL PARENT & STUDENT HANDBOOK 2022-2023



423 27<sup>th</sup> Street  
Fort Hood, Texas 76544  
Phone 254-336-1870 | Fax 254-336-1893  
[www.MeadowsES.org](http://www.MeadowsES.org) | [www.KilleenISD.org](http://www.KilleenISD.org)  
School Colors: Green & White  
Mascot: Roadrunner  
Established 1953

*Please note that all policies and procedures outline in this handbook are subject to change due to TEA regulations and KISD guidance.*

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# Campus Staff Directory

|  |              |
|--|--------------|
| Front Office .....                                       | 254-336-1870 |
| Julie Sims, Principal .....                              | 254-336-1870 |
| Christy Galloway, Assistant Principal .....              | 254-336-1870 |
| Halli Richards, Assistant Principal .....                | 254-336-1870 |
| Cheri Cox, Campus Facilitator .....                      | 254-336-1872 |
| Cassandra Donathan, Principal Secretary .....            | 254-336-1875 |
| Brittany Perry, Attendance/Registration Secretary .....  | 254-336-1873 |
| Christie Reaves, Records/Discipline Secretary .....      | 254-336-1870 |
| Angela Smith, Parent Liaison/Volunteer Coordinator ..... | 254-336-1870 |
| Vance Self, Campus Instructional Specialist .....        | 254-336-1870 |
| Misti Wetzal, Counselor.....                             | 254-336-1870 |
| Counselor .....  | 254-336-1870 |
| At-Risk Counselor .....                                  | 254-336-1870 |
| Stephanie Young, Campus Technologist .....               | 254-336-1870 |
| Katrina Schoenrock, Librarian .....                      | 254-336-1870 |
| Speech .....   | 254-336-1870 |
| Special Education .....                                  | 254-336-1870 |
| Cafeteria.....   | 254-336-1870 |
| Clinic .....   | 254-336-2899 |

*At Meadows Elementary we are focused on inspiring children through real life learning. Our vision is to 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.*

# First Day of School

Welcome to Meadows Elementary School! The first day of school is Monday, August 15, 2022. The first day of school is an exciting experience for both students and teachers. There are a few things you can do to help make it easier for everyone. Here are some suggestions:

- Attend our “Meet the Teacher” event where your child’s teacher assignment is posted, your child can meet their teacher, and leave school supplies in the classroom. It is usually held the Thursday, August 11, 2022, before school starts from 4:00 pm to 6:00 pm. Information will be communicated on [www.KilleenISD.org](http://www.KilleenISD.org).
- Help instill an independent start in your child. Encourage your child to walk independently to their classroom or cafeteria from the designated “hugs & kisses” areas located at the front (main) entrance door or the doors located on our south loop off Tank Destroyer Blvd. Buses deliver students to the west (cafeteria) side of the building. Students attending CYS before school care will follow CYS instructions for before school care. After entering the building, students who are eating breakfast should go directly to the cafeteria. All other students should proceed directly to their classroom or designated area where they are supervised.
- Your child can bring a sack lunch or eat school lunch. Funds can be added to their account for meals, seconds, and special snacks. Add funds to your child’s account through [SchoolCafe.com/killeenisd](http://SchoolCafe.com/killeenisd), send cash in a sealed envelope, or bring money to the front office.
- Please be sure your child and teacher understand how he/she will get home after school (parent pick-up, bus rider, walker, CYS CDC, or SAC childcare). Children in PK3, PK4, Kindergarten, and 1<sup>st</sup> grade must be picked up, as directed by the post commander, by a parent/guardian or another designated adult. The person designated to pick up the student must be listed on the registration card in the office.
- Although your child’s teacher would like to know as much about your child as possible, please understand that the first day of school is not a good time for conferences. Any important information should be communicated in writing, or you can make an appointment for a conference at a later time. Thank you for understanding so teachers can focus on ensuring all students get home safely.
- A complete list of requested school supplies is available in the front office and on our district and school website. [Killeenisd.org](http://Killeenisd.org) and [MeadowsES.org](http://MeadowsES.org)

# School Day Procedures

| School Hours                |                           |
|-----------------------------|---------------------------|
| <b>Regular School Hours</b> | <b>7:30 am to 3:00 pm</b> |
|                             |                           |
| School doors open           | 7:00 am                   |
| Breakfast                   | 7:00 am to 7:30 am        |
| First Bell (classes begin)  | 7:30 am                   |
| Tardy Bell                  | 7:35 am                   |
|                             |                           |
| Early Check-out Ends        | 2:30 pm                   |
| Dismissal                   | 3:00 pm                   |
|                             |                           |
| Early Dismissal Hours       | 7:00 am to 1:10 pm        |
| Late Start Hours            | 9:30 am to 3:00 pm        |
|                             |                           |
| <b>Office Hours</b>         | <b>7:00 am to 3:30 pm</b> |

## Before School

Because the doors are locked and staff members are not available to ensure your child's safety, **students should not arrive on campus before 7:00 am.** After entering the building, students who are eating breakfast should go directly to the cafeteria. All other students should proceed directly to their classroom or designated area where they are supervised.

Students may enter the building through the front (main) entrance door or the doors located on our south loop off Tank Destroyer Blvd. Buses deliver students to the west (cafeteria) side of the building. Students attending CYS before school care will follow CYS instructions for before school care.

## Carline

To ensure the safety of all students, please follow the directions of staff members on duty. Respect and stop for all crossing guards. Vehicles should pull to the right lane for drop off, and only move to the outer lane when exiting. Students should exit from the passenger side of the vehicle, directly onto the sidewalk (unless a car carrier prohibits them from doing so). A staff member will assist your child out of the vehicle, parents should remain inside their cars. Say your goodbyes before you unload. If you need more time with your child, please park in the parking lot and escort them to the school entrance.

The front parking lot is not a car drop-off lane. If you pull into the front parking lot you must park and exit your car, and escort your child to the school entrance.

## After School

**Our school supports 100% ID card check.** There are no exceptions. Students may be dismissed to parents/guardians or their designees. Designees must be authorized by the parent/guardian and listed on the student registration card in the office. Students in 2<sup>nd</sup> through 5<sup>th</sup> grade are allowed to walk home if there is a note on file authorizing this method. **Students with siblings will be released to the youngest siblings' classroom at the end of the day so that all siblings are dismissed from one location.**

PK3, PK4, Kinder, and 1<sup>st</sup> grade parents/guardians or their designees must park and exit their cars to the designated pick-up locations. 2<sup>nd</sup> through 5<sup>th</sup> grade can use the car loop in the front of the school for dismissal. Please pull to the right lane behind the cars in front of you to retrieve your child. The outer lanes can only be used to exit the car line.

All students should leave the campus no later than 3:15 pm unless participating in an approved after school activity. When school is dismissed, children are expected to leave the campus immediately. They may not wait in the classrooms, inside, or outside the building for siblings who are attending after school activities. Parents are requested to support teachers and staff by picking students up at the proper dismissal time. **If students are not picked up in the afternoon by 3:30 pm on regular dismissal days,** the Fort Hood School Liaison Officer or the Military Police may be called for assistance when the school is unable to reach a parent or an emergency contact person.

### **Bicycles**

Students in 2<sup>nd</sup> through 5<sup>th</sup> grade are allowed to ride bicycles to and from school. Students who ride bikes to school must get off upon entering school property and walk the bicycle to the bike racks located in front of the building. Sidewalks must be used. We recommend that students lock their bikes for security. **Fort Hood Housing Regulation requires all children riding bicycles, scooters, and skateboards to wear a helmet.**

### **Bus Students**

The safety of each child depends on the child obeying the bus driver and all bus rules. Activities that create distractions for the bus driver will not be permitted. Bus rules are posted on each bus and printed in the KISD Code of Conduct. Please discuss these rules with your child.

### **Car Riders**

Parents are requested to obey all traffic laws when on school grounds. The speed limit on campus grounds is 10 mph. There is no parking in the circle drive that is designated as a fire lane. You can be cited by the military police if you are in a designated fire lane or improperly parked in a handicap parking spot.

Car riders should be dropped off only at the front of the campus or on the south side of the building off Tank Destroyer Blvd. When dropping your child off, please use the drop off lanes. Please do not stop your car in the crosswalk. Students should remain in the car until you drive up to a staff member who will open the car door and assist children. Children may not be dropped off in the parking lots as this raises serious safety concerns. If you are using the parking lot, you will need to park and walk your child across the cross walk. Additionally, students may not walk to meet you in the parking lot.

It is against the law to be on your cellphone while driving on school property or on Fort Hood.

If it is after 7:30 am, and no staff is outside, parents must park their vehicle and walk their student to the front office. Students who walk in alone will have to wait in the office until parents are reached and return to sign in their child.

All parents/guardians or their designees must present ID cards at car rider dismissal.

### **Walkers**

Students in 2<sup>nd</sup> through 5<sup>th</sup> grade are allowed to walk home if there is a note on file authorizing this method. By Fort Hood command, PK-1st grade students will not walk to or from school without adult supervision.

The use of crosswalks is vital to the safety of your child. Students who walk to and from school need to cross the road using the crosswalks. **When on campus, please use the crosswalks to escort your child across from the parking lot to the campus.** If there is a crossing guard present, please follow their directions. Assist us in setting the example by using the crosswalks at every opportunity.

### **Contact Information**

It is vital to inform the school when emergency contact information needs to be changed. Often parents will update phone numbers or contact information with teachers; however, we still ask that you come to

the office to officially update your child's record on the student registration card. Students will only be released to contacts whose names are on the registration card filed in the office.

Parents/guardians must physically come into the office to change or update an emergency card. It is a requirement to show a picture ID when picking your child up from school. We will not release your child to anyone whose name is not on the registration card. If there is a court order limiting who may pick up a child from school, the court order must be on file in the office.

The Fort Hood School Liaison Officer or the Military Police may be called for assistance when the school is unable to reach a parent or an emergency contact person for a medical emergency or for failure to pick up a student at dismissal.

### **Checking a Student Out Early**

To check-out your child early you must come to the front 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 arrive at school and the office calls for him/her. 100% ID card check applies to early dismissal.

Students are not signed out after 2:30 pm on regular school days or 12:40 pm on early out days as teachers are preparing students for their dismissal and ensuring that students get to their correct dismissal areas safely. Please plan accordingly. Extenuating circumstances will be handled by campus administration. You may be asked to provide documentation for an appointment.

### **Safety**

Safety of the students and staff at Meadows Elementary is our top priority. All exterior doors to the school, except the front door, are locked every day. All visitors must check-in at the front office. Parents and guests are asked to comply with staff requests when directed to take a particular action

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, lockout, lockdown, evacuate, and shelter in place. 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.

### **Pets**

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

# Attendance

## Attendance

In order for your child to be successful in school, regular attendance is essential. Students in PK3, PK4, and kindergarten are expected to attend school. If your child is unable to attend school, please call the school office at 254-336-1870. If your child is absent and we have not heard from you by 9:30 am, you will be contacted for the safety of your child. Students are counted absent if not in their classroom by 9:30 am. Students with medical appointments will not be counted absent if they are in attendance any part of the day, bring a written note signed by the doctor, and make-up any missed work. Automated absence calls cannot be canceled even if an excuse note is received before the absence.

Parents are able to write up to 10 notes to excuse absences. 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. Attendance notes can be emailed or brought to the front office.

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.

**Attendance is fully addressed in the KISD Student Code of Conduct.**

## Tardies

The first school bell rings at **7:30 am**. All students should be *in their classrooms* by **7:35 am** when the tardy bell rings. If your child is not in his/her classroom by this time, they will need to report to the front office for a tardy slip before going to 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. We realize that students are not responsible for getting themselves to school on time. It is of the utmost importance for us to partner together to ensure instructional time for your child is maximized. After 5 tardies students will serve lunch detention. Every tardy after the first 5 will result in after school detention.

## Withdrawals

Please notify the classroom teacher and the office as soon as you know your child will be withdrawing. The office needs at least 48 hours to process student records. Return all textbooks and library books, and pay all fines owed to the school (library and textbook fines) prior to withdrawing.

Parents may collect excess funds left in their student's meal account at the KISD Food Service Office.

## Transfers to Meadows

Students who are at Meadows Elementary on approved transfers may have those transfers revoked should they experience attendance, tardiness or behavior issues. Please understand that parents are responsible for making sure their students are at school on time and follow behavioral expectations in order to stay at Meadows.



When families move from the Meadows attendance zone, it is a district requirement that transfer requests be filled out in order to continue to attend Meadows.

## Cafeteria

### Breakfast

Breakfast is served each morning from 7:00 am to 7:30 am. All students are sent to class at 7:30 am unless a bus arrives late, and those students will be allowed to eat and not counted tardy. If you plan on your child eating breakfast at school, please ensure your child arrives with enough time to get through the line and eat. Uneaten breakfast may not be taken from the cafeteria.

### Lunch

Students eat lunch at a scheduled time with their class. PK3 students eat in their classrooms.

All children must have a sack lunch or eat school lunch. Funds can be added to your child's account for meals, seconds, and special snacks. Add funds to your child's account through [SchoolCafe.com/killeenisd](http://SchoolCafe.com/killeenisd), send cash in a sealed envelope, or bring money to the front office.

In accordance with Texas Department of Agricultural guidelines, student may not share food from their tray and adults are not allowed to eat from a student's tray.

### Menus

The lunch menu can be found on [SchoolCafe.com/killeenisd](http://SchoolCafe.com/killeenisd). Students in our PK3 program are served an alternative menu.

### Lunch visitors

Parents and visitors can eat lunch with your child when campus is not closed for testing. Please sit at the designated parent 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. 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.

### 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 Smart Snacks. Additional information about state nutritional guidelines can be found at [squaremeals.org](http://squaremeals.org).

### Cafeteria Student 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:

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.

# Clinic Procedures

## **Injury or Illness**

If an injury or illness appears serious, the clinic staff will call parents. When a child has a fever over 100.0°F, the parent/guardian will be contacted, and the child must be sent home. If a student must be sent home, he/she will remain in the clinic until picked up by parent/guardian. Students who have vomited may also be sent home. Meadows will follow KISD guidelines when handling potential COVID-19 cases. More information can be found at [www.Killeenisd.org](http://www.Killeenisd.org).

## **Medical Emergencies**

The school nurse and parent/guardian will be notified if a student requires immediate medical attention. It is the responsibility of the parent or guardian to keep emergency information up to date.

## **Medication**

Parents must deliver any medication to the clinic. Teachers are not allowed to give medication to students. All medications require completion of a form by a physician. These forms are available in the office. No medication, including over-the-counter medication (such as throat lozenges, etc.), will be administered without the above-mentioned paperwork.

## **Immunizations**

Texas State Law and KISD policy require that all students present a validated up to date immunization record at the time of enrollment. The record must remain as complete as medically feasible for the student to remain in class. Additional information can be found in "Policy Online", at FFAB legal.

### *Minimum Immunization Requirements:*

Pre-K – 12th grade: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

### *Exemptions:*

Exclusion from compliance are allowable on an individual basis for:

1. Medical contraindications with a note from a physician – Texas Admin Code Rule 97.62
2. Reasons of conscience, including a religious belief.

### *Provisional Enrollment:*

The State of Texas allows a student to be given a 30 day provisional enrollment if:

1. The student is a dependent of an active military parent and the student is awaiting transfer of immunization records.
2. The student is transferring from one Texas school to another and is awaiting the transfer of immunization records.
3. The student is homeless as defined by §103 of the McKinney Act, 42 USC §11302.

## **Students with Wet/Soiled Clothing**

If your child soils his/her clothes, the student will be sent to the clinic. The office staff will notify the parent, guardian, or emergency contact to bring a change of clothing or to pick up the child as appropriate to the situation. If needed, the parent will be responsible for changing their child.

**All PK3, PK4, and kindergarten students should have an extra change of clothes at school.** Please make sure the extra set of clothing is weather appropriate.

# Communication Procedures

Teachers are expected to teach during instructional time. Like email, teachers will check messages during breaks or before/after school. Please allow up to 24 hours for a response. Teacher office hours will be posted in the LMS by course and will coincide with conference times.

## **Learning Management System (LMS)**

Our teachers use Class Dojo. Your teacher will give the class code when your student joins the class.

## **Email**

All staff members have an email account and teachers are asked to check their email at least twice per day. Staff email is generally set up like the following example: firstname.lastname@killeenisd.org. Please keep in mind outside emails go through a filter which can delay delivery.

## **Phone Call**

You may also call the office and leave a message for your child's teacher. We do not interrupt instructional time, so the message will be placed in the teacher's office mailbox and/or sent by email.

## **Weekly Folders**

Students in grades PK3 through 3<sup>rd</sup> grade have a weekly folder that will be sent home each week. Please look through the folder and return any materials that need to be signed. Some grade levels also send home daily communicators.

## **Planners**

Students in grades 4 and 5 receive a planner to keep track of assignments and due dates. The planners have a pocket for any materials that needs to be sent home.

## **Facebook**

Meadows Elementary has an official Facebook site. You can find us at Facebook.com/MeadowsES. The official Facebook site has a picture of our school and Roadrunner mascot, information relating to the Killeen Independent School District and Meadows Elementary School.

## **Grades**

Parents can utilize the KISD online computer program eSchoolPLUS Home Access Center (HAC) to access student grades and attendance on a daily basis. eSchoolPLUS Home Access also has a phone app which makes staying connected to your student's academic progress even easier. Information about the eSchoolPLUS Mobile Family App can be found on the district's website under the Students & Parents link or at the following link [https://www.killeenisd.org/eschoolplus\\_mobile\\_family\\_app](https://www.killeenisd.org/eschoolplus_mobile_family_app). For more information about accessing HAC, please contact the Meadows office staff.

KISD requires that progress reports be sent to parents of children whose achievement is 75 or below in the middle of each grading period. At Meadows, we send progress reports home with all students. Report cards will be sent to parents/guardians of each student at the end of each 9-week grading period. The report card should be reviewed, signed, and returned to school as soon as possible. Students in PK3 receive progress reports at both progress report time and report card time. PK4 students do not receive a report card the first 9-weeks. Teachers will hold conferences to report progress. Students will receive a report card starting the second 9-week period.

## **Marquee Announcements**

Special announcements may be posted on the school marquee. State testing, holidays, and other events will be noted weekly.

## **Newsletter and School Calendar**

A school calendar will be sent out at the beginning of each month. A school newsletter will be sent weekly via email, and include updates from grade levels, the counselors, the librarian, and the parent liaison. The newsletter will also include important dates and announcements to keep you updated.

### **Parent Teacher Conferences**

At Meadows Elementary, we require one conference in the fall to clearly communicate your child's progress. However, the Meadows staff welcomes the opportunity to work with you and your child throughout the school year. Parent conferences may be held as needed and teachers will schedule these conferences with each parent. Parents are also encouraged to contact the teacher when there is a question about the child or classroom activities. Each grade level has a scheduled conference time that is set aside to meet with parents. If you need to visit with a teacher, please make an appointment with them. If you still have concerns after speaking to your child's teacher, the grade level assistant principal will be happy to assist you further. Understand that before school and at dismissal our primary concern is the safety of your child. Dismissal is not to be used for conference purposes.

### **School Closing**

KISD may close schools because of bad weather or emergency conditions. This also includes a delayed start or an early closure. This information will be posted on the KISD web site, local television and radio stations, and will be communicated to parents through a ConnectEd telephone call.

### **Website**

KISD maintains a website with a wealth of information about the district. Within the KISD website, each school also maintains a website. To find out more about our staff, school, the staff and upcoming events, please visit the campus website. To access the campus website, please go to [MeadowsES.org](http://MeadowsES.org).

# Counseling Program

Meadows Elementary School has three full-time certified school counselors. Our school counselors use the Texas Model for Comprehensive School Counseling Programs providing:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives.
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk.
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development.
- System support to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

Parents will be informed of special activities and programs as they become available. Our school counselors work regularly with students in all grade levels.

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

- Military Family Life Counselors (MFLCs) provide on-site, solution-focused brief counseling to students who have received consent from their parents. MFLCs greatly work with student dealing with military-related issues including deployment and transitions.
- 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 information about any of our counseling services and programs.

## **Protocols for Suicidal Ideation and Self-Injurious Behavior**

KISD takes all threats of suicide very seriously and has policy in place for when a student expresses suicidal ideation and expresses/engages in self injurious behavior, and/or has a suicide attempt. Parents will be notified immediately and if based on the school counselor's assessment it is determined that a student is at high risk for suicide or self-injurious behavior, the parent will be required to have their child evaluated 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.

# General Information

## **Class Changes**

We do not typically move students unless required by enrollment numbers. All Meadows teachers are highly qualified and prepared to assist you in educating your child. Teachers plan collaboratively and have common assessments, so the level and pace of instruction is similar between classes. Experience has shown that students adjust to their teachers and peers quite well. Everyone at Meadows is here to support our students and offer them a challenging, positive learning environment. If you have any specific concerns about your child, we ask that you please first address your concerns with the teacher.

## **Curriculum & Instruction**

Instruction is based on the state standards or the Texas Essential Knowledge & Skills (TEKS) and the district curriculum. To view the curriculum for your child's grade, you may visit the KISD website and click on the Students & Parents link at the top. Under the resource list on the left, you will find a link to the TEKS Resource System. This website is where parents can log in and view the curriculum.

## **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.

# Library Procedures

## **Library Hours**

The library is open during regular school hours to Meadows students and staff. Books and magazines are due when students are finished reading them but must not exceed 14 days.

## **Library Policies**

All materials from the library need to be treated with care and should be returned in the same condition as they left the library.

Students with an overdue book will receive a notice requesting the book(s) be returned to the library. Notices will be sent home before the winter break, spring break and end of the school year. There are no late fees for overdue books as long as the books are turned in without damage by the second Friday in May. After this time, a fine will be assessed. Students with overdue books will not be permitted to check out additional books until the overdue items are returned to the library.

## **Damaged or Lost Books**

In the event a library book is lost or damaged, please notify the librarian. A fine for damage may be assessed. If a book is damaged beyond reasonable repair, a fine totaling the cost to replace the book will be assessed under the student's name. In addition, if a book is lost, a fine totaling the cost to replace the book will be assessed under the student's name. Any student who owes a library book fine will not be permitted to check out any books until the fine is paid.

# Student Activities

## **Awards**

Student achievements are recognized in a variety of ways at Meadows, including awards assemblies and citizenship recognition. In the past we have recognized “A” Honor Roll, “A/B” Honor Roll, and Citizenship Awards (also known as VIP Awards).

## **Class Parties**

There will be three party dates: Winter Celebration, Valentine’s Day, and the End of the Year party. In addition to these three dates, Meadows will have up to six other dates throughout the school year to schedule as “free-foods” days. Only store bought, individually wrapped food items may be served.

Actual birthday parties may *not* be given during school hours; however, you may bring individually wrapped treats for your student to share with his/her class. Please bring them to the office. Birthday treats will be shared at the end of the day before dismissal. Birthday party invitations will be distributed at the end of the day **ONLY** if there is an invitation for every child in the classroom. Parents and guests will not be permitted to visit the classroom in celebration of the student’s birthday.

**Celebrations and/or treats may not be given because students are moving or for other reasons.** While we love and will miss you, if we celebrated each move we would lose too much instructional time.

## **Deliveries**

No deliveries of any nature will be made to any classroom. District policy does not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, pizza, cakes, etc. Please do not have deliveries made to your child, or bring in flowers, balloons, etc., during the school day.

## **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; allow sufficient time prior to the field trip. Please contact the Volunteer Coordinator for details on completing this paperwork. Parents and younger siblings will not ride district busses on field trips.

## **Lost & Found**

If students lose items such as clothing or lunch boxes, they should check the lost and found area next to the gym. Valuable items such as jewelry and eyeglasses are kept in the office. Please write your child’s name in lunchboxes, backpacks, coats, and jackets. All unclaimed items are donated to charity in December and June.

## **Pictures**

School pictures are taken in the fall and spring. Individual pictures are taken in the fall, and individual and class pictures in the spring. Kinder and 5<sup>th</sup> graders will have graduation photos taken in the spring as well. A notice will be sent home prior to the photographer’s visit.

## **Yearbook**

Yearbooks can be pre-ordered all year long online. Payments are only accepted through the third-party website. The yearbook is finalized shortly after Spring Break to assure it is received by May.

# Student Expectations

The Behavior Management Plan at Meadows Elementary is a positive approach based on the concept that teachers have the right to teach and students have the right to learn. All students are expected to follow the Student Code of Conduct.

## Classroom Plan

Classroom teachers establish their own classroom expectations based on the school-wide expectations. Parents will receive a letter from their child's teacher outlining classroom procedures, expectations, incentives, and consequences.

## School-Wide Plan

There are established rules and expectations for behavior in common areas. These areas include halls, cafeteria, library, computer labs, restrooms, playground, the bus, and bus lines.

1. **Listen and follow directions the first time given.**
2. **Respect people and property.**
3. **Keep hands, feet, mouth, and objects to yourself.**
4. **Bring all needed materials to school each day.**
5. **Follow hallway procedures.**

## Consequences

Consequences issued by administrators for office referrals may include a variety of outcomes. All outcomes will adhere to the student code of conduct. Please see the student code of conduct on the KISD website at [www.killeenisd.org](http://www.killeenisd.org). During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administration can conclude his/her investigation.

## Dress Code

Students are expected to dress appropriately in clean, well-fitting clothing that is appropriate for the weather. All caps, hats, and hoods will be removed once students are inside the building. Dresses, skirts, and shorts may not be more than 4 inches above the knee. Clothing and/or hair will not be a distraction to the learning environment as per campus staff discretion. Students who are considered to be in violation of the dress code shall be advised by the campus staff and shall be given a chance to comply. Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action. For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at [www.killeenisd.org](http://www.killeenisd.org).

## Dress Code for P.E.

All students need to wear tennis shoes to P.E. The shoes need to tie, zip or Velcro securely to their feet, must cover the entire foot, and have a rubber sole. Shoes that do not stay on the foot, have open toes, or with a high heel/sole are unsafe for physical activity and do not allow your child the full benefits of exercise. Shorts should be worn underneath dresses.

## Items not Allowed on Campus

Particular items are not allowed on KISD campuses. Some of these include:

- Knives or tools
- Guns (or look-a-likes) or ammunition
- Toys and stuffed animals
- Handheld electronics

If brought to school, these items will be confiscated by the teacher and brought to the office. A parent will have to pick up the item(s).



**Telephone Use**

The teacher will issue a telephone pass for students to call from the office for forgotten lunches and emergencies. Arrangements should be made in advance for students participating in after-school activities (i.e., choir, etc.).

Though students are allowed to have cell phones, they are not to be used during the school day. They are to remain in the students' book bags and switched off. Cell phones that are not switched off and in the students' book bags may be confiscated and will have to be picked up by parents or guardians. Meadows Elementary will not be responsible for lost or stolen cell phones.

**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. 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 1<sup>st</sup> 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.

# Visitors on Campus

## Visitors on Campus

We always want you to feel welcome to visit the school. All visitors are required to surrender a valid state issued ID card or driver's license to obtain a visitor's badge in the front office. 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 your ID card will be returned.

KISD guidance will determine if visitors are allowed on campus this school year. Parents may schedule appointments to meet with staff on campus when campus is not open to visitors.

KISD has made campus safety a priority. All campuses utilize a computerized visitor control system. This management system is compatible with all state driver's licenses and military IDs; however, if you opt to use your military ID we will have to ask for your social security number. If you would prefer not to tell us your social security number, please ensure you have your driver's license with you for your visit. Even if we know you, you will not be able to visit without being checked in.

The system will automatically compare the person's data with the U.S. Department of Justice National Sex Offender Public Website, which records information from all states. Visitors identified as registered sex offenders will be denied entrance and will be personally managed in reference to student needs. Visitors who do not alert the system will be issued a printed visitor's sticker and allowed to proceed.

## Parent /Guardian Conduct

Adults serve as positive role models for our students. 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. A "No Trespassing" or "Warning" letter may be issued, and the military police also respond quickly and decisively to any safety or conduct related concerns.

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

## 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. Volunteers must submit a new application and attend orientation each school year. Please contact the volunteer coordinator at the campus for information on becoming a volunteer.

# Title I Information

The school receives additional funding used to support all students by providing additional staff and materials. A meeting is held at the beginning of each year to inform parents about the programs and services, to include:

- Informing you of the school's participation and requirements in Title I, Part A
- Explaining your rights and opportunities as parents and families to be involved in your child's learning and achievement

Our Title I Parent and Family Engagement Policy and Home School Compact, adopted in 2021, are included in Appendix A and B.

# **Appendix A**

## Parent and Family Engagement Policy

**Meadows Elementary**  
**Parent and Family Engagement Policy**  
2022 – 2023

The staff at Meadows Elementary takes pride in doing what is best for students while promoting a love of learning and academic growth. All parents/guardians 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 on-going and meaningful. We stay in touch with parents and family members in several ways: monthly campus calendar, take-home folders, fliers, campus marquee, newsletters, campus website and social media, automated email/text/phone calls, notes, letters, personal emails, and personal phone calls. Class Dojo.

Parents and family members may contact us through phone calls, notes, letters, emails, take-home folders, and visiting the front office. 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. If we need to translate things into another language, please contact the school office at 254-336-1870, we will do our best to accommodate you.

**Parent and Family Member Learning** We'll help you understand the challenging Texas academic standards, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your student succeed. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement and engagement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon or evening session. Send suggestions for learning topics to our Parent Liaison. If parents would like to have regular meetings to make suggestions about their child's education, please contact the Campus Principal Dr. Julie Sims by calling the office at 254-336-1870 to schedule an appointment.

**Wee Reader Early Literacy Club** Siblings of Meadows Elementary students and children of the community ages birth to 5 years old are invited to bring their parents to our Wee Reader Early Literacy Club. During Wee Reader time, our Parent Liaison and collaboration with Military Child Education Coalition (MCEC) provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home. It's a great way to spend time with your child. Dates and times are displayed on the monthly calendar and in the weekly newsletter.

**Annual Title I Meeting** Our annual Title I meeting is held in fall of every school year. This meeting is offered at flexible times and dates for your scheduling convenience. All parents and family members are invited to attend. We want everyone 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. Dates and times of the event are displayed on the monthly calendar and in the weekly newsletter.

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making committee, and all parents are invited to participate. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact the campus principal. We value your opinions and welcome all parents who would like to serve. If you are unable to serve on the committee, you are still welcome to join the SBDM meetings as you are available. Please refer to our campus calendar for SBDM dates and times. Note, if for some reason the CIP is not satisfactory to parents, comments about the CIP will be submitted to the KISD Coordinator for State and Federal Programs. Dates and times are displayed on the monthly calendar and the weekly newsletter.

**Parent and Family Engagement Policy and Home-School Compact** We need your help! The annual review of our Parent and Family Engagement Policy and Home-School Compact occurs each spring. Parents and family members are a desired and 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, [www.MeadowsES.org](http://www.MeadowsES.org), so that parents, family members, and the community have access to them. Our website allows you to translate any posted information into 107 different languages. The parent and family engagement policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education. Dates and times are displayed on our monthly calendar and in our weekly newsletter. If you have any questions please contact us at 254-336-1870

**Volunteer Orientation** At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact our Parent Liaison Angela Smith 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 TxCHSE (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 Special Programs Department for more information at 336-0211/0240.

Reviewed & Revised: 04/26/2022

# **Appendix B**

Home-School Compact

## Meadows Elementary Home-School Compact School Year: 2022-2023

### 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 (to include guardians), families 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.

### Building Partnerships

Meadows Elementary is committed to providing families with resources and opportunities for learning in order to assist parents and families 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 Workshops
- Volunteering

If you would like to volunteer or observe in your child's classroom, please contact our parent liaison at [Angela.Smith@killeenisd.org](mailto:Angela.Smith@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 we communicate include:

- 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/Class Dojo

For questions about your child's progress, please contact the teacher by email/Class Dojo 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.

### Campus Goals

- 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

- 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 every student 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.

Revised April 26, 2022

**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.

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN 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 goals for his or her academic achievement and behavioral standards.
- 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.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 academic goals and behavioral standards 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 and show updated agenda.
- Ask questions when I do not understand something or need additional help.
- Seek help from my parents, guardians, teachers, and other school staff when there is a problem or concern.
- Speak positively with others and take turns both talking and listening.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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/families 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: \_\_\_\_\_

## Appendix C

Fort Hood Regulation 420-37

### **Back to School Safety Children Supervision**

Fort Hood Regulation 420-37 (Housing Regulation) states- 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, Youth & School Services (CYSS) site staff.
- Designated “responsible” teenager who is **at least 13 years old**.
- Children 12 years old (or 11 years old if in the 6th grade) will have **monitored supervision**.
- Parents may designate an **adult neighbor** with whom the child may “**physically**” check-in with at intervals.
- Parents must ensure that the child is **capable** and **knowledgeable** in handling emergency situations.
- 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.