

The following procedures and guidelines intend to ensure consistency and maintain a safe school environment for all Meadows stakeholders. Please adhere to the parameters outlined below and be respectful of staff reminders to follow these guidelines. Thank you for your cooperation.

TRANSPORTATION

Safety

- Select the safest route(s) to and from school.
- Always observe crosswalks.
- Crossing guards are stationed at Meadows Avenue and Manhattan Beach Blvd, and the front and back of the school.
- Come directly to school in the morning and go directly home from school in the afternoon.

Drop-Offs

- Please respect drop-off/pickup zones. No parking or crossing in the middle of the street or in the white loading zones.
- Do not park in the designated staff parking lot off of Rowell or in the staff spots on 12th street.
- When using the drop off/pick-up lanes, please pull all the way forward to allow other cars to enter behind you.
- Do not leave your car unattended as it stops the traffic flow, preventing others from dropping off their children safely and on time.
- Students may not play ball or other games before school, even when supervised by an adult.
- Students may not play on the equipment on the upper playground or kindergarten yard before school.

Student Arrival

- Students may arrive no earlier than 7:55 a.m.
- Students will line up outside their classrooms.
- Classroom doors open at 8:05 a.m.
- Please be respectful of instruction by leaving campus once students are safely inside.

Riding a Bike or Scooter to School

- Third through fifth grade students, with parent permission, may ride bicycles or scooters to school.
- Bikes and scooters are secured on the upper playground in front of the portables and must be locked.
- Students must wear helmets.
- No riding bikes or scooters on the playground or walkways.
- Riding skateboards, scooters, roller blades, or skates on campus is not permitted at any time.

Pick-Ups & After School Procedures – IMPORTANT

- Per Board policy, students are to go home directly after school, unless supervised through the After School Program or EDP.
- Children may not play on the upper playground while parents are waiting for siblings to be released from class at 2:05 p.m. (or 1:20 p.m. on Wednesdays).
- Between 2:05 p.m. and 2:35 p.m., children accompanied by an adult may play on the upper playground equipment while waiting for their siblings who are dismissed at 2:35 p.m. (4th & 5th)
- Parents and children may not wait on the lower playground.
- Kindergartners and their parents may not play after dismissal in the kindergarten yard at any time.

Student Dismissal

- Students in kindergarten, first, and second grades must be dismissed to an adult at the end of their school day.
- Students in third, fourth, and fifth grades leave their classrooms at dismissal time.
- There is no supervision after dismissal.

Locking of Gates

- Gates are locked daily from 8:20 a.m. – 1:50 p.m. (1:10 p.m. Wednesdays).
- The Gate Locking Schedule, with more specifics, is available upon request.

ATTENDANCE

Reporting Absences

- Call the school office when your child is absent.
- Inform school immediately if your child has a contagious disease or condition such as chickenpox, measles, mumps, strep, conjunctivitis, head lice, etc.
- Send a note and/or an e-mail when your child returns to school to Diana or Patty in the office, or follow directions on the Meadows website.

Permission to Leave School During School Day

- Parents, guardians, or adults listed on your child's emergency information card must come to the office and sign a student release form. Proper identification is required. Children will not be released from the classroom. The office will send for your child who will meet you at the office.
- Students are not released via telephone contacts.

NUTRITION

School Lunches

- Cafeteria lunches, which include milk, cost \$3.25.
- You can create and manage a school meal account for your child on My School Bucks which can be accessed on the MBUSD website.

Lunches from Home

- Students are not permitted to eat or drink any items at school without parent approval. Prior to any food consumption in class for special activities, your teacher will notify you.
- Please pack healthy snacks and lunches for your child. Soft drinks and candy are not permitted.
- **Keep Meadows a “peanut-free/tree nut-free” zone.** Several of our children have life-threatening allergies to peanuts/tree nuts, which can even be triggered by smelling the breath of a student or adult who has consumed peanut/tree nut products. Please be mindful of this when volunteering on campus.
- If your child loses or forgets his or her lunch he/she can borrow for the day.

MBUSD Wellness Policy

The Wellness Policy, required by Federal and State regulations, makes our children less vulnerable to allergies, diabetes, obesity, etc. The following are some of the guidelines in place:

- Only 100% fruit juice bars may be sold at our ice cream sales, unless the sales are held ½ hour after the last students are dismissed from school.
- The PTA sponsors two parties each year.
- For your child’s birthday, please do not send food, candy, favors, flowers, balloons, etc. to school.

PROPER ATTIRE

The Meadows School Community has traditionally expected students to attend school with general cleanliness, and dressed neatly, safely, and appropriately for the activities of the day.

- Strapless clothing, low-cut tops, and bare midriffs may not be worn.
- No visible underwear.
- Sleeveless T-shirts with large armholes must have another shirt worn underneath.
- Clothing must not contain words, pictures, etc. that are inappropriate, questionable or offensive.
- Wear closed-toe shoes (no high heels or platforms) and clothing appropriate for both indoor and outdoor activities. Appropriate shoes are an especially important safety factor during physical education.
- Wheelie shoes are not permitted, nor may they be worn without the wheels.

PERSONAL ITEMS

Lost and Found

- All jackets, sweaters, coats, rainwear, and lunch boxes should be labeled with your child's first and last name for identification.
- Labeled items are returned to students.
- Unlabeled, lost items are placed in either the cafeteria or office on racks or in a bin.
- Every month a staff member washes lost articles and gives them to needy families through charitable organizations.

General Reminders

- Do not bring large sums of money or items of value to school.
- Do not bring toys, games, or other unrelated school items to school.
- Basketballs, volleyballs, soccer balls, and kickballs may be brought to school to use and share as part of the school program. Please label your equipment.

COMMUNICATION

Meadows communication is, for the most part, electronic. Families are added automatically to the various Meadows and District lists to make the most current information available to all. Please calendar early release days, important dates, and special events as soon as possible, as some require you to change childcare arrangements.

- **Meadows Tuesday Envelope (MTE)** – It contains student work and classroom items that are not transmitted electronically. Please read the contents then sign and return the envelope immediately.
- **Mustang Minute** – This will be sent electronically. It contains brief paragraphs of news and announcements regarding important information such as upcoming events and functions sponsored by PTA, school and/or district information, as well as hyperlinks to the full information and/or links to PDF files with MTE content.
- **Principal's Bulletin and Bullet Points** – These will be sent electronically. They contains highlights of the learning events and official school and district information.
- **MBUSD Calendar** – It is posted on the District website: www.mbusd.org. It contains information related to modified days, parent conference days, staff development days, and holidays.
- **Meadows School Calendar** – It is posted under Calendars on our District website. Our Meadows Handbook, as well as the Meadows website www.meadowsschool.org, contains helpful information about our school, PTA, and our Education Foundation (MBEF). The handbook/student directory will be published in the fall.

EMERGENCY

It is imperative that the school and District have updated contact information, as this information is vital to your child's welfare. Please notify Meadows immediately if you have a change of address, employment, phone numbers, etc.

Health Information

- Children taking medication during school hours must have a note signed by a physician and parent specifying the conditions and the dosage.
- All medication must be kept in the school health office and be brought to school in the original container by a parent or other adult.
- All prescribed medications must have a prescription label.
- School personnel can administer first aid and support students who use nebulizers.

Student Emergency

- If your child becomes ill or is injured at school, you will be notified promptly using the information on the emergency information card generated from InfoSnap. The school will follow the directions you give concerning your physician and others who are to be notified if you are unavailable.
- The school gives first aid only, never "second aid" or re-treatment for prior conditions or those occurring away from school.

Major Emergency

- In the event of an emergency or lock down, students are to stay at school with Meadows teachers and staff for their safety.
- The principal, via School Messenger, will contact families regarding events of an emergency nature.
- Meadows practices fire, lock down, and earthquake procedures.

GENERAL

School Library

- We encourage children to use our library and the public library to widen their reading experiences.
- Children are allowed to take library books home from school.
- Books may be checked out for one week and may be renewed for a longer period.
- Students are financially responsible for lost or damaged books and textbooks.

Visiting Classes

- We encourage you to volunteer and help in the classroom on a regular basis, or to share a special talent/skill or information on a short-term basis.
- Volunteers must have current, negative TB test results on file.
- All adults on campus during school hours must check in at the office to obtain and wear a visitor's badge.
- If you are interested in observing a class/lesson, arrangements must be set up in advance with the teacher and the principal.