

# Meadows Elementary Student Handbook 2024-25



*Angie DeAguiar, Principal*  
*Sean Moore Devine, Assistant Principal*  
836 Deerbrush Dr SE  
Olympia, WA 98513  
360-412-4690  
[meadows.nthurston.k12.wa.us](http://meadows.nthurston.k12.wa.us)

# Important Dates to Remember

## Academic Collaboration Time 1:25 Dismissal

September 18	October 9
October 23	November 6
November 20	December 11
January 8	January 22
February 5	February 19
March 5	March 19
Apr 9	April 23
May 7	May 21
June 4	

## Half Day 11:10 Dismissal

January 31	End of the Semester
June 18	Last Day of School

## Parent Teacher Conference 11:10 Dismissal

October 28 ~ Nov 1	March 24 ~ 28
--------------------	---------------

## No School Days

October 4	Teacher Professional Development Day
November 11	<b>Veteran's Day</b>
November 27 ~ 29	Thanksgiving Break
Dec 23 ~ Jan 3	Winter Break
January 10	Teacher Professional Development Day
January 20	Martin Luther King Jr Day
February 17	<b>President's Day</b>
March 7	Teacher Professional Development Day
March 31 ~ April 4	Spring Break
May 23	No School (Make-up Day if needed)
May 26	Memorial Day

Check us out at: [www.nthurston.k12.wa.us/Meadows](http://www.nthurston.k12.wa.us/Meadows)

# At Meadows We Practice The Mustang Motto



**Be Safe**  
**Be Respectful**  
**Be Responsible**  
**Be Peaceful**

Positive Behavior Intervention & Support (PBIS)  
The focus of PBIS is a pro-active approach to increase positive student behavior through direct instruction. Students are taught the expected behaviors for the classroom, hallways, breakfast, lunch line, lunch room, restroom, playground and before and after school procedures. These expectations are reviewed throughout the school year. Students are rewarded and recognized for following the Mustang Motto throughout the school year!

Mustangs Are:

In School, On Time, All Day, Every Day!



## Mustang Pledge

We are the Meadows Mustangs.  
We are Safe, Respectful,  
Responsible and Peaceful.  
We help each other reach our  
goals and dreams every day.  
We are all capable of success,  
No Exceptions!

For those of you who are returning to Meadows this year and are familiar with our philosophy, you will notice some changes this year. Last spring, we started the process of revising our Mission and Vision at Meadows. The Mustang Pledge is new this year. It is a daily pledge that reminds us to follow the Mustang Motto: Be Safe, Be Respectful, Be Responsible, Be Peaceful.

## Time for School 8:10-2:40

The first bell rings at 8:05 AM. You are not to be on school grounds before 7:45 AM. If you arrive prior to the times listed above your parent needs to remain with you.

When you arrive at school, go to your zone entrance and walk to your designated area. If you eat breakfast at school please enter through the gym doors near the playground. Breakfast hours are 7:45-8:05. If you arrive at school after the second bell rings (8:10), you must stop in at the Office to sign in and pick up a late slip before going to class.

## Walking to School

Only students living in designated walking areas can walk to school. If your house is on a bus route or you are attending Meadows on a waiver, **you may not walk or ride your bike to school (or home) without an adult. This is a district policy for your safety.**

Safety Ambassadors are stationed at the crosswalks near the school to make sure you get across the streets safely. Do not cross unless they tell you it is safe and they are in the streets with their flags.

Be sure to stay within the crosswalk. We do not want our children hurt. Please show respect for our Safety

Ambassadors. Any students who do not cooperate with the Safety Ambassadors will be referred to the Principal.

Be sure to ask your parents each morning, "Am I walking home after school or are you picking me up?" If your parent is picking you up you will need to wait in the Court Yard area or make arrangements to have your parent pick you up at the Curb Side Pick Up area. If it is raining you will need to wait under the awning of the preschool classroom area.



## Bicycles, Rollerblades, etc.

Upon reaching school grounds, bikes and scooters, etc. must be **walked** directly to the bike racks and locked. If you choose to roller blade or skateboard to school you will need to follow the rules for bikes and scooters. Students must wear a helmet. Shoes with skates in them are not allowed in the building as they are a safety hazard. Skateboards and scooters are to be kept in your classroom.

## Parent Drop Off & Pick Up

Arrival time for school is 7:45 AM. It is important to note that there is no adult supervision outside until 7:45 AM. **Please remain with your parents until the designated time.**

Pick up time is staggered: Kindergarten at 2:30; First through Fourth at 2:35; Fifth at 2:40. Students on a waiver will meet their parents at the Curbside Pick-Up area. Please be sure to have the Car Tag displayed. This will help expedite our student pick up process. Please see our webpage for more information on our Driveway Guidelines under Parent Resources.

For Early Release Days, pick up time is staggered: Kindergarten through Fourth 1:20; Fifth 1:25.

Please remind your parents that if for some reason they show up to take you off the bus or out of the bus line they will need to go to the Office and have you called in to meet them.

## Buses

We encourage all Meadows students to ride the bus or walk to school. When you are riding the bus, remember that this is a privilege. Following the Mustang Motto is expected for all students. Our goal is to have all students to school on time every day. Having students ride the bus will ensure that you arrive on time and will help with traffic congestion.

### Remember, when on a bus:

- Keep hands & feet to yourself
- Speak kindly
- Use indoor voices
- Sit in one seat, facing forward during the whole ride
- Keep the bus clean (pick up your papers)
- Eating on buses is not allowed
- Breakables, animals, balloons and things that spill are not allowed
- Hands, feet, head, and materials are kept inside the bus
- Leave the windows as you find them
- Follow the drivers directions and instructions



You need to stay at your assigned bus stop. You are not allowed to change stops. If you are having trouble at your bus stop, ask your parents to help out with the situation.

## Smart Tags

For safety and security reasons your parents will need to register you for a seat on the bus each year in order for you to ride the bus. Students will be given a Smart Tag on a lanyard to use when getting on and off a bus. Please attach the lanyard to your back pack's shoulder strap and keep it there for the school year. SmartTags are to be used each year so be careful not to lose it over the summer months. If a replacement is needed there is a replacement fee of \$1.00. We ask that you look for your badge in your parent's vehicles, your bedroom and coat pockets, etc. before we print a new badge.

Please note that students registered for a seat must ride the bus consecutively for 10 days or 20 days cumulatively in one month or they will lose their seat on the bus. If you will be absent for several days, your parents will need to email Transportation at [Distpatch@nthurston.k12.wa.us](mailto:Distpatch@nthurston.k12.wa.us).

Parent SmartTag Portal is an App that your parents can download and allows them to see that you got on and off the bus.

## Change in End of Day Transportation



Due to the complicated master schedule and the bustling atmosphere at student release time, having your parents notify us at the end of the day can be difficult. We often have classes out on the field, at Specialists, or at a variety of other activities.

We ask that our families make transportation arrangements prior to coming to school and to write a note stating the arrangements. **They can also email us at [MESOffice@nthurston.k12.wa.us](mailto:MESOffice@nthurston.k12.wa.us)—be sure to submit it before 1:30 PM on a normal school day, 12:30 on an Early Release day, 10:30 on a Half day.**

Have your parents write a note in advance that you will be picked up rather than go home on the bus or walk home. If for some reason they tell you that they will pick you up instead of going home on the bus (and you have no note and we haven't received an email) you will not be permitted to change transportation plans.

Of course there are situations where your parents may need to call to change how you get home. **In this case they need to call the Office by 2:00 PM** and we will do our best to notify teachers and students.

## Academic Collaboration Time & Half Days

On ACT Early Release Days, school will let out at 1:25 PM. On Half Days school will let out at 11:10 AM.

It is very important that students are picked up on time as our staff will be attending trainings or meetings on Early Release days. *Please see page 20 for specific dates.*

Reminders will be sent out through School Messenger as well as listed on our webpage.

Families having difficulty with childcare may call the Child Care Action Council to find license daycares in our area – 360-754-0810. We do have After School YCare at Meadows.

## Ways We Communicate with Families

We have several ways of communicating with our families. We notify our families of important events via School Messenger phone system, Meadows Website, Facebook, Family Access, Reader Board, and Flyers. Please check your student's Communication folder to receive important information from their teacher and the school. If your parent has a new phone number, email address or your family moves during the school year please remind them to let the office know.

## Questions? <http://www.nthurston.k12.wa.us/Meadows>

Check the Meadows Elementary website first for questions about school. Have your parents place a book mark on this page so you can help them check the website for information on school closures or special events. There are also email links for each individual classroom teacher.

Before calling the school with questions on activities, please check **our website as our Administrative Assistant's time is valuable.**

Please have your parents update contact information in person at the school. This includes adding other adults to your pick up list.

## Safety

The safety of our students at Meadows is our number one priority. It is important for us to know who is entering and leaving the school building at all times. To ensure the safety of our students, we need to ask for your parent or guardian's cooperation with the following expectations.



- School Zone speed limit is 20 mph for Deerbrush Drive. Once in the parking lot the speed limit is 8 mph.
- Safety Patrol Officers are in place at 7:45 and 2:30 on regular school days. For Early Release 7:45 and 1:15 and for Half Days 7:45 and 10:50.
- All adults entering the Main building or the Early Learning Building during operating hours, 7:45-3:50 PM must check in at the Office of which you are visiting.
- If your parents are picking you up before the end of the school day please be sure they remember to bring picture identification with them so we can verify who is signing you out.
- In accordance with District Policy 3440P, if your parents are sending in another family member or friend to pick you up, they must notify the school, preferably in a written note or through email, at [mesoffice@nthurston.k12.wa.us](mailto:mesoffice@nthurston.k12.wa.us).
- If you ride a bus home each day and your parent arrives at the school to pick you up at dismissal time, they will need to bring ID to the main office so you can be called from the bus line to meet your parent in the office.
- All curbside and parent pick up students will line up and wait for their parents at the front of the school building in the Courtyard.
- Please remind your parents to not take offense if a staff member asks them if they have checked in at the office. Instead thank them for being concerned about the safety of our students, staff and visitors.
- If your parent arrives on campus during a safety drill they will need to return to their vehicle to wait for the drill to be completed.
- If your parent is in one of our buildings during a safety drill or a real event, they will need to stay with the Office Staff or Classroom Teacher and follow emergency procedures until the drill or event has ended.

## After School Campus Hours - 6 PM

Even though we know you like to come back to school to play once you have gone home, for safety reasons we have to ask you not to come back to the campus to play until after 6:00 PM. There are many after school programs and miscellaneous business activities that continue after you leave for the day.



## Breakfast, Lunch, & Ala Carte Procedures

All the boys and girls in our school have a personal meal account. This school year meals will be “Free” thanks to House Bill 1238. Free & Reduced Meal applications will still need to be filled out - one per family. If you will need a milk to go with your lunch from home you will need to have 50¢ (\$10/month) in your meal account.

Your parents may use Skyward Family Access to monitor your account. They will receive low or negative balance messages on Sunday, Tuesday, and Thursdays. **Please know for safety reasons teachers are not allowed to cook or warm food brought from home.**

Parents can pay online with a Debit or Credit Card. Please visit [nthurston.k12.wa.us](http://nthurston.k12.wa.us) and click on the “Pay Online” link. We accept checks or cash when paying at school.

Family members are welcome to join you for lunch. Please have your parent contact your teacher 24 hours in advance to let them know that they would like to join you for lunch and would like to purchase a school lunch (\$4.75). Your teacher will include your parent(s) in the lunch count for your room. When they arrive, they will need to sign in, wear a visitor badge.

## Lunch Schedule

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



## Refunds & Transfers

If you are needing a refund from your student’s lunch account or wish to transfer funds between your students, please visit the District’s webpage and under Departments select Food & Nutrition Services.

## Three Hour Delays & School Closures



If there is snow on the ground in the morning, or the roads are icy, school may start 3 hours late or be cancelled. Our District Office will notify the media (TV and Radio stations) by 6:00 AM once a decision is made and will send out an Autodialer notifying staff and families.

Please do not call the school, radio stations or the weather bureau. **Please check the District’s webpage for the most up-to-date information** at [www.nthurston.k12.wa.us](http://www.nthurston.k12.wa.us) (under Quick Links, click on Closure Info) or listen to local radio and TV stations.

In the event of a three hour delay, breakfast will not be served as lunch will be served shortly after students arrive. School will begin at 11:10 AM. Bus riders need to catch their bus 3 hours later than the normal time. Parent Drop Off and Walkers may begin arriving at 10:50 AM. Students will be released at 2:40 PM.

Preschool programs will be canceled and there will be no out of district transportation. After school events will be assessed throughout the day.

In the event of school closure, please note that the day(s) will be made up in May and or June.

In the event of an Emergency Dismissal your parents will be notified by phone and or email text message. A message will also be placed on the district homepage and social media accounts.

*Please Note: If it starts to snow heavily while students are in school, NTPS will not be releasing students early as typically there will be no one home to receive them. If you feel the weather is unsafe for your child to walk home or if your student is “Parent Pickup,” you may choose to pick up your student early.*

## Sick?????

If you are sick and not coming to school be sure an adult calls the school at (360) 412-4690, sends a message through Family Access, or emails MESOffice@nthurston.k12.wa.us. When calling before 7:40 AM be sure to choose Option 1 and leave a message. We worry if you are not at school and we do not hear from your parents. Our Attendance Office Professional will call your parents to find out why you are not at school. Homework may also be requested and can usually be picked up at the end of the school day.



If you have been sick during the night with a fever, headache, chills, cough, runny nose, throwing up or diarrhea you need to be symptom free for 24 hours before returning to school. When you do not feel well, please tell your parents before coming to school. If you are too sick to go outside to play, you need to be home. You must be free of fever without the use of fever reducing medication for at least 24 hours before returning to school.

Body rash with itching and or a fever, if your eye is red and has a discharge, you should remain home until symptom free or evaluated by a doctor.

**Covid Updates** – You can go back to normal activities when, for at least 24 hours, both the following are true:

- Your symptoms are getting better overall and
- You have not had a fever and are not using fever-reducing medication.

## Medicine at School

Schools are not allowed to give you medicine unless your parents have filled out an “Authorization For Administration of Medication at School” form with the doctor’s instructions and signature. Your parents need to bring in the medication in the original bottle from the drug store. We cannot give you **children’s cough medicine, children’s Tylenol or cough drops without the special form.** Students are not allowed to carry cough drops or Tylenol in their back packs or pockets.



## Change of Clothes

If you are one of our younger students and mom and dad both work, it is a great idea to bring an extra set of clothing in your back pack just in case a **bathroom accident happens while you are at school.** The Nurse’s Office sometimes has clothes you can change into, we just ask that you have your parents wash them and return the borrowed clothes to school as soon as possible.

## Absences

We want all Mustangs to be “regular attenders.” This means missing fewer than nine days in a school year—this equals about one absence per month. Students and parents or guardians must accept responsibility for regular school attendance. The parent or guardian is expected to notify the school on the day of the absence in order for the absence to be excused. Failure to do so will result in an unexcused absence. Be sure to notify the office by reporting through Family Access or calling the office at 360-412-4690, Option 1.

**We will keep in contact with your parents daily, weekly, monthly to make sure you are in school, on time, all day, every day.**

**Prearranged Absence Request** Prearranged absences are not automatically excused. We encourage your family to plan vacations and other events during holidays as much as possible. Your parents will need to fill out a Prearranged Absence Form at the office and Meadows Administrators will meet with your parents to determine whether we can excuse the requested absences.

## Tardiness and Early Dismissal

Elementary Students are expected to be in class on time (8:10) and to stay throughout the instructional day until school is dismissed (2:40). The last 20 minutes of the day are very important to the learning process. Teachers review the day’s lessons and discuss homework assignments. When your tardiness or early dismissals become frequent or disruptive, your classroom teacher will notify the Principal.

## Special Treats Or Parties at School

Birthday parties and going away parties are not permitted at school. Please celebrate birthdays and other special events at home. Many children have hurt feelings or religious concerns regarding these events. If your parent brings balloons (latex balloons are not allowed in the building), flowers or gifts to school we will call you to the office and will keep your items safe until the end of the school day. Please know that balloons and flowers are not allowed on buses.

*Continued on next page*

**Store bought healthy snacks are encouraged. Please do not send homemade treats.** Birthday books given to the teacher or the library in your name are a wonderful way to celebrate your day. In the interest of respecting all students' feelings we request that party invitations be turned in to your teacher for thoughtful distribution.

## School Clothes and Shoes

Be sure to wear a coat to school as there are days when it is raining and you will be going outside. APPROPRIATE language, pictures and logos on clothes is key in a learning environment.

Students must wear: Opaque top (shirt, blouse, sweater, sweatshirt, tank, etc.); Opaque bottoms (pants, shorts, skirt, dress, etc.) that fully covers the rear; Clothing that covers undergarments or bathing suits of similar design (waistbands and bra straps excluded); Footwear (elementary students need to wear footwear that is safe for recess and PE.

Shoes can also be a problem for those wearing platforms, high heels, flip-flops, sandals, backless, slick soled shoes or wheelies. These types of shoes do not allow them to be safe on the gym floor or out at recess.

Tennis shoes or rubber soled shoes are the best for elementary students.

Please refer to the Universal Dress Code in the North Thurston Public Schools Student Family Handbook for more details.

## Lost & Found

Many children buy the same coats and clothes. **Be sure to write your name on your coats, sweaters, sweatshirts and gloves, this will assist our Playground Assistants in returning your items to your classroom.**



Check the clothes rack along the hallway near restrooms by the gym if you have lost an item. Items left outside are brought in each day and placed in Lost & Found. Please stop by our Lost & Found to reclaim your misplaced item located in the recess hallway near the gym bathrooms.

If no one claims the items we will donate them to a local charity.

## Technology

Meadows is very fortunate to have chrome books for students to use during the school day. The district has policies students must follow to keep their computer privileges. These policies are to protect the boys and girls of the district. Teachers and parents will supervise your use of the Internet. Students not following directions will lose computer privileges.

Please remember to keep the computer area clean. If your parent does not want you to have access to the Internet, please have them send a written note to the principal.



## Personal Items/Equipment

It is highly recommended that students leave expensive electronic equipment at home! These items are target for theft and are rarely recovered. However, if a student chooses to bring electronic equipment to school at his/her own risk, these items must be turned off and stored out of sight during the school day.

Electronic equipment may not be used inside the building at any time without explicit permission. This includes but is not limited to cell phones iPods, CD players, MP3 players, video cameras and handheld electronic games.

Personal sports equipment should be kept at home. The school provides all sports equipment for recess. If any personal items are observed during the school day, it will be confiscated and either returned at a later date or held for parent or guardian pick-up.

The District has implemented a new policy for all schools. **Off & Away All day!** This means that during school hours cell phones are turned off and stored in the student's backpack or left at home. Headphones and earbuds are to be put away. Smartwatches are to be set to airplane mode. Students may call from the classroom phone if they need to communicate with their family.

Meadows is not responsible or liable for damaged or lost phones.





## Volunteers

We at Meadows value and appreciate all of our families. The important people in your life are always welcome to be involved in our school and classrooms. If someone from your family does come to volunteer during the school day we request that they not bring your younger siblings. Also remind your family members of the following when they come to volunteer at school:

- They must have an approved application on file.
- They must have prior teacher approval—24 hour notice is preferred.
- They must always sign in and wear a volunteer badge - available at the volunteer desk.
- They must follow the NTPS dress code.
- They must follow the Mustang Motto.
- Further communication about volunteer opportunities will be sent to families soon.



**Please have your parents read the following:** Volunteer applications are available online at [www.nthurston.k12.wa.us/vapp](http://www.nthurston.k12.wa.us/vapp). If you do not have computer access at home you are welcomed to sign up at the school.

## Meadows PTSA

Meadows' Parent, Teacher, Student Association sponsors many events for our students, staff and families. Each fall, membership information is sent home with students. Your family's membership and participation in fundraisers help the school provide enriching and fun activities like field trips, and family movie night.

Each spring new board members are needed for the following school year to ensure activities continue to be funded. Be sure to check out their Facebook page "Meadows Elementary PTSA."

## Wednesday ~ College & Career Day

Every Wednesday is College & Career Day. We are preparing students to be empowered and future ready. We encourage all students to dress in college or career attire.

## Friday ~ Mustang Spirit Day

Every Friday is Meadows Spirit Day. We show our Meadows pride and spirit by wearing purple or gold (yellow will do) or favorite sports wear every Friday.

## Meadows School Rules

Be Safe      Be Respectful      Be Responsible      Be Peaceful  
Students that need reminders of these school rules are expected to comply once given a reminder or warning. When harm is caused to others we practice taking responsibility for our actions and work together to make things right.

### Classroom Rules

Each class will define their own classroom community expectations. We will have celebrations throughout the year for students that follow the Mustang Motto.

### Weapons

Weapons are not allowed at school. Things that look like weapons are not allowed at school. The district will not allow you to stay in school if you bring a weapon to school. It means lots of trouble for you and your family. Be safe and do not bring any of the following to school:

- Guns, play guns and squirt guns (pointing your fingers pretending to shoot others will not be allowed)
- Knives, including pocket knives, play knives or swords
- Bows and arrows
- Bullets of any kind
- Lighters or Matches
- Any other device or instrument that is capable of causing death or serious injury

More items are listed in the Student Rights and Responsibilities Handbook provided in your First Day Packet. It is very important that each family has read this booklet.

## Meadows Playground Expectations

Expectation: Students will practice the Mustang Motto at recess

Responsible:

1. Students will follow all game rules using appropriate language.
2. Students will go along with the decisions of the game supervisor if a problem occurs.
3. Students will stand on the waiting line appropriately without giving cuts, taking cuts, or crowding.

**Safe:**

1. Students will follow the directions of adults.
2. Students will stay in their assigned zone for their class at all times.
3. Students will run only on the grass to avoid injury on the black top.
4. Running is allowed on the blacktop if it is part of an organized game such as basketball. Chase, tag and following games are not allowed on the blacktop or Big Toy.
5. Students will leave rocks, sticks and other dangerous objects alone.
6. Students may climb on the Big Toy but not on any other area of the playground.
7. Students may not bring food, drinks, or gum onto the playground.

**Respectful:**

1. Students will show respect toward students and adults on the playground.
2. Students will cooperate and share with others.
3. Students will use the equipment for its designated purpose.
4. Students will work together, in a kind way, to solve problems.
5. Students will show respect for others by moving around areas where games are being played.
6. Students will show respect for the school grounds by not digging holes and by leaving plants alone.
7. When the bell rings students will stop playing. When a whistle is

## Friendship Rules

Who do I play with at recess? At recess every classmate is welcome to play with others. We can choose to play with different people each recess. We include new or shy classmates and those who may be different from ourselves. At recess it is okay to make a choice to play alone.

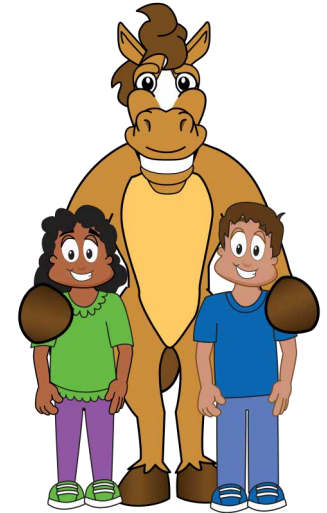
How do I play with others? We take turns deciding what to play or do. We do not tease in a harmful way or call them names. We do not talk about others behind their backs.

**What do I do when someone's feelings**

get hurt? We listen when they share how they are feeling and ask for what they need to make things right

What do I do if I feel bullied? If you feel that someone is bullying you it is important that you tell an adult (parent, teacher, playground supervisor) so we can help you feel safe at school.

Definition of bullying: Bullying is any mean word, look or act that is done **repeatedly to hurt someone's body or feelings.** Meadows Staff will be using a variety of strategies to help Meadows be a bully-free, safe learning environment.



## Field Trips

Each grade level will be taking a STEM field trip for the 2024-25 school year. Students cannot go on a field trip if they do not have written permission from their parents. In some cases, inappropriate behaviors may keep students from participating in field trips. In these cases, the teacher will have conversations with the child and parent prior to the trip.

When teachers need parent volunteers for field trips, a notice will be sent home. Please note, this is on a first come first basis. Teachers will notify the parent volunteers chosen. Parent Volunteers may need to provide their own transportation and while volunteering in a supervisory role may not bring your siblings. As with all our volunteers your parent will need to have a volunteer application approved. Please see the section titled Volunteers for more information.





## ACKNOWLEDGEMENT PAGE



Student name \_\_\_\_\_



Teacher \_\_\_\_\_



I have read this book with my teacher and understand all the items in this book.



\_\_\_\_\_ Date \_\_\_\_\_



Student Signature \_\_\_\_\_



I have read and reviewed this handbook with my child.



Parent Signature \_\_\_\_\_



Return this signed page to your teacher and receive two Meadows Success Tickets for a chance to choose exciting and fun prizes!



### MEADOWS SUCCESS TICKET

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

