



MEADOW GLENS
ELEMENTARY SCHOOL

Dear Meadow Glens Families,

Welcome to another wonderful school year at Meadow Glens! I hope your family had a chance to enjoy a restful summer filled with time to relax, recharge, and make memories together. It is with so much excitement and gratitude that I welcome you back for my second year as principal. After an incredible first year of learning, growing, and building relationships alongside this amazing community, I am even more excited for all that lies ahead.

One of the greatest joys of last year was getting to know our students, families, and staff. I quickly learned what makes Meadow Glens such a special place: a community that cares deeply about children and works together to help every student thrive. The partnerships we built last year have created a strong foundation, and I look forward to continuing that work together.

There is something magical about the start of a new school year—the fresh school supplies, the excitement of seeing friends again, and the anticipation of new opportunities. Our goal remains the same: to ensure every child feels seen, valued, challenged, and connected. We want each student to grow academically, socially, and emotionally while knowing they belong here.

Our incredible staff has been hard at work preparing meaningful, engaging learning experiences that meet students where they are and inspire them to reach new heights. Through collaboration, thoughtful planning, and a commitment to continuous growth, we strive to create classrooms where every child can succeed.

The handbook enclosed contains important information to help guide your family through the school year. The colored pages in the center include procedures specific to Meadow Glens, while the remaining pages provide district-wide information for all District 203 schools. Please take a few moments to review the handbook together with your child(ren). It's a wonderful opportunity to set expectations for a successful year and reinforce that school is a partnership between home and school. Please return the enclosed acknowledgment form after reviewing the handbook.

Our Meadow Glens motto, "Together We SOAR," continues to guide everything we do. Safety, Ownership, Acceptance, and Respect are more than just words—they are the values that shape our school community each day. As we begin another year together, I am excited to continue strengthening the culture of belonging, curiosity, and excellence that makes Meadow Glens such an exceptional place to learn and grow.

Thank you for your continued partnership and for trusting us with your children each day. I cannot wait to see all that our students accomplish this year. Here's to another incredible year of learning, growth, and soaring together!

Warmly,
Alex Morrow

Principal, Meadow Glens Elementary School

MEADOW GLENS ELEMENTARY SCHOOL

FAST FACTS 2026 - 2027

Hours and Contact

Main Office: 630-420-3200

Absence/Health Office Phone: 630-420-3203

Email: MeadowGlensGeneral@naperville203.org

School Arrival Time: 8:00 am (*not before*)

Classes begin: 8:15

School Dismissal: 2:30

Half Day Dismissal: 11:35

Communication Tools:

District Website: www.naperville203.org

Meadow Glens Website: <http://www.naperville203.org/meadowglens>

Canvas: <https://naperville.instructure.com>

PTC Wizard: <https://app.ptcwizard.com/naperville203/login>

Infinite Campus: <https://infinitecampus.naperville203.org/campus/naperville.jsp>

SCHOOL POLICIES & PROGRAMS

Attendance

Meadow Glens Elementary School's educational programming is based on the premise that regular school attendance and punctuality are vital to a student's success in school. A student who is frequently absent misses valuable classroom discussion/interaction/instruction that cannot be duplicated later. Each day a student is absent from school, or in the case of a prolonged absence, a parent/guardian must notify the Meadow Glens Health Office by calling 630-420-3203 or online through your Infinite Campus portal. The process for reporting an absence from school is as follows:

- Notify Meadow Glens Health Office prior to 8:15 AM on the day of the absence
- Leave a voice message indicating the student's name, the date of the absence, the reason for the student's absence, the name of the classroom teacher, and the grade level of the student absent.
- Please note that Naperville's attendance system is electronically tracked, and tardies that are beyond a start time of 8:50 AM are recorded by the electronic system as a half-day absence. As well, if a student is picked up for early dismissal prior to 1:50 PM, the student is charged a half-day absence in the system.

If the student's absence is anticipated to be more than one day, please ask to discuss the situation with the school's health technician. If a child is absent and a voice message has not been received, school personnel will attempt to contact the family through work, home, or emergency contact information. School personnel regret such interruptions, but all students must be accounted for, thus we must verify the safety and whereabouts of all students.

When a pattern of tardiness or absenteeism is noted, an electronically generated notification of the situation will be sent to the parent/guardian along with a possible request for a meeting to discuss and support parents/guardians in their efforts to promote positive attendance for their children.

If a child's absence is considered to be contagious by the Health Office staff, readmission to school will only be made through a physician's note. Should a child have a fever, district policy requires that the child be removed from school immediately until the fever has subsided for a 24-hr. period without the use of fever-reducing medication.

School Closing / Late Start Announcements

District 203 aims to have this information available by 6:30 a.m. A Talk203 phone call will be used to inform families. The information will also be posted on the D203 website.

Absences and Assignments

In the event of illness, teachers *may* provide missed classwork as appropriate. Parents/guardians are encouraged to contact their child's teacher to make necessary arrangements.

In the event of a pre-planned, extended absence, students will be encouraged to read, journal, and enjoy their experiences! Specific homework assignments will not be provided by the classroom teacher.

ARRIVAL AND DISMISSAL

Safety of students ALWAYS comes first. It is for this reason that the following procedures have been developed. We greatly appreciate your cooperation and support in following these guidelines. It is important to remember that these procedures apply to everyone 100% of the time - no exceptions! It takes cooperation, patience, and strict adherence to procedures to ensure a safe environment for all students. Please allocate the time necessary to the process. Know that we are endangering the lives of children when we operate outside of the established guidelines.

Children should **not** arrive at school prior to 8:00 a.m. In the event that a student is tardy (later than 8:15 a.m.) a parent/guardian **must** accompany them to the office, using the main entrance, to sign them in for the school day.

In the event that there is a change in your child's transportation plan, please email/send a note to your child's teacher and inform our front office. As teachers are discouraged from checking emails throughout the school day, the front office must be notified as well. Please note that only children who qualify for busing may ride a bus to/from school.

Immediately following dismissal, students may remain on school grounds only if they are supervised by an adult.

Traffic Pattern and Procedures

(Note diagram below)

There is **no staff supervision at the doors prior to 8:00 a.m.** Dropping students off prior to 8:00 creates a safety concern and contributes to traffic delays when cars ahead are waiting appropriately until 8:00 for their children to exit.

To support a safe and efficient arrival, please continue to follow these expectations:

- **Remain in your vehicle with your child until 8:00 a.m.**
- **Do not stop to wait or watch your child enter the building.** Multiple staff members are present at 8:00 to ensure safe supervision.

Car Traffic:

Due to the volume of traffic at Meadow Glens, we appreciate your cooperation. Our goal is to provide a safe environment for our children.

- Pull *all the way* forward (and around the cones when in Lot B), staying within the cones next to the curb to allow children to safely enter/exit the car. Vehicles must pull as far forward as possible before children enter/exit the vehicle from a passenger-side door.
- At Lot B arrival, cars are *not* permitted to leave the coned area once children exit the vehicle by making a U-turn. They must follow traffic all the way out of the lane. Additional cones have been placed specifically to prevent unsafe lane changes from happening simultaneously and to reduce logjams that were leading to near misses and fender benders in the parking lot.
- Remain in your vehicle at all times. Students should be prepared with all materials so that they can exit the vehicle quickly and without assistance.
- At dismissal, students are reminded that vehicles will pull forward in the pick-up lane. Students must remain behind the yellow line until the vehicle has come to a complete stop before attempting to enter their cars.

Walkers:

- The City of Naperville, in collaboration with the school district, has developed a “Safe Walk Route to School” map. This can be found on our district website at www.naperville203.org.
- Walkers should use sidewalks whenever possible and available crosswalks.
- Walkers should enter the school grounds using the paths across the park, Sara Lane, or Muirhead Avenue.
- Students are not permitted to walk through the parking lot for any reason.

Bus Riders:

- Children will be dropped off in the bus zone at the curb. At dismissal, children board buses parked in the bus zone from the gym.
- Students may only ride the bus to which they are assigned.

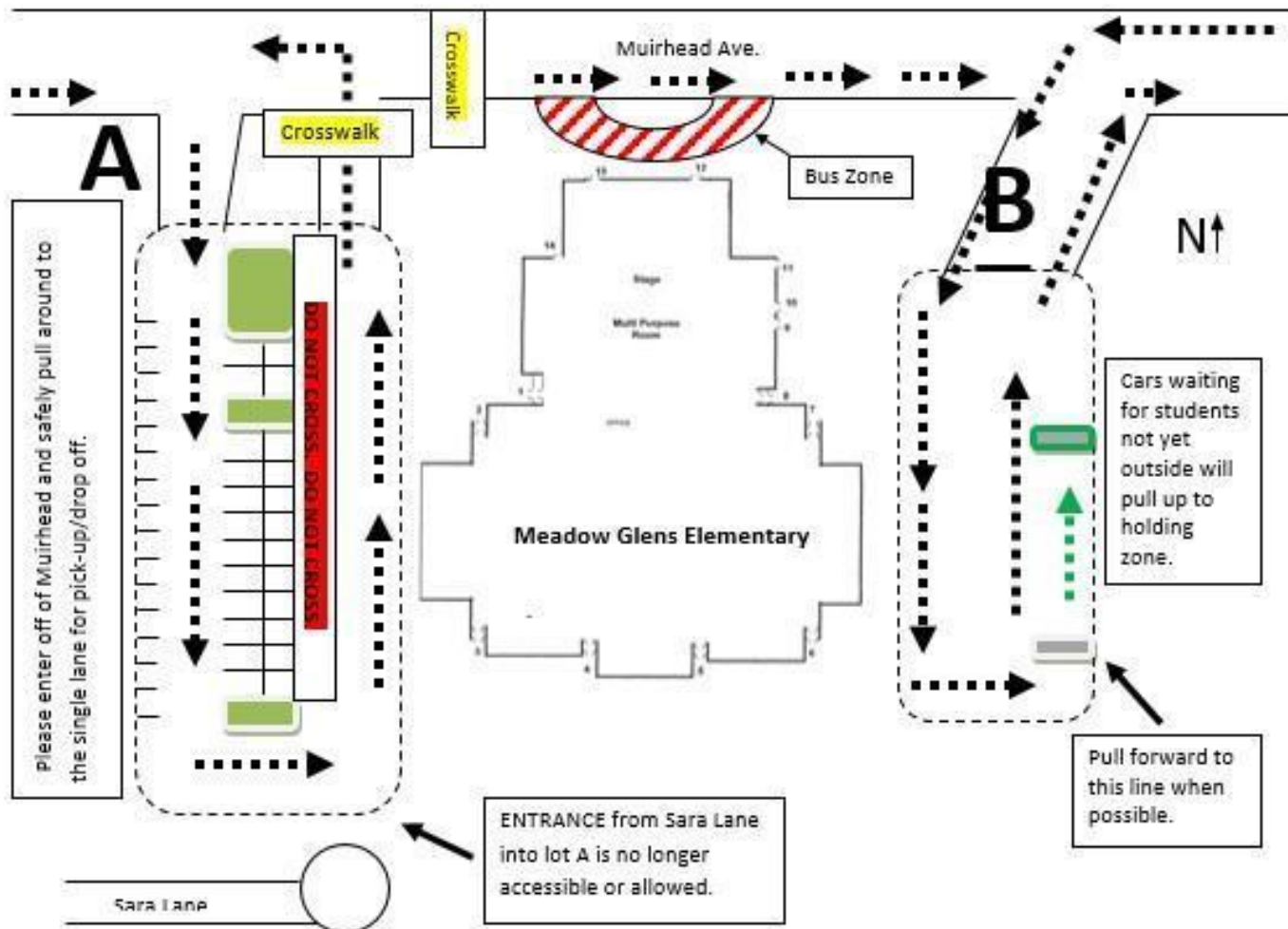
Bike Riders:

In accordance with the School District policy, children in third grade and older may ride their bicycles to school. Bike racks are provided. All bikes should be locked. Children should use the crosswalks. They may NOT ride through cars in the parking lot. At all times, students should walk their bicycles while on school property. Students are requested to wear a safety helmet. Due to the possibility of injury, damage and/or theft, as well as the value of and inability to properly store during the school day, roller blades, skateboards, scooters are not permitted at school.

WE THANK YOU IN ADVANCE FOR YOUR COOPERATION IN HELPING TO PROVIDE A SAFE AND EFFICIENT ARRIVAL AND DISMISSAL FOR OUR MEADOW GLENS SCHOOL COMMUNITY. A SPECIAL THANKS TO THE VOLUNTEERS AND STAFF WHO ASSIST OUR CHILDREN AND MONITOR TRAFFIC!

Meadow Glens Elementary

Traffic Pattern/Arrival & Dismissal Procedures



During drop-off and pick-up times (8:00-8:10 and 2:25-2:45) please follow the following procedures to keep our school safe for all children and adults:

- Only use entrance A or B to access the drop-off/pick-up lanes
- Vehicles heading west on Muirhead Ave. should use Lot B for drop-off and pick-up
- Vehicles will not be allowed to turn left from Muirhead into Lot A during drop-off/pick-up times
- Students are to enter/exit on the curbside of vehicle
- The designated bus zone is for bus use only
- Please avoid parking in lot A during Arrival & Dismissal. Parking is not permitted in lot B
- No pets on school grounds during arrival, dismissal, and/or recess
- Walkers are to return home directly after school unless supervised by an adult

BUILDING SECURITY

In collaboration with District 203, Meadow Glens has emergency plans in place for potential fire or weather emergencies or in the event that an unwanted intruder enters the school. Meadow Glens staff has been trained in these procedures and lead students in practicing fire, ALICE intruder response, and weather emergency drills regularly.

The cooperation of family members and visitors is an important part of this security plan. When entering Meadow Glens during school hours, please do so through the front door (Door 1) only. After entering the school, stop first at the main office to obtain a visitor's badge by providing your Driver's License or State ID card to the office staff. IDs must be presented *each time* you enter the building,

We ask all visitors to do this, even if they are regular volunteers. Any adult not wearing this identification will be stopped and escorted back to the office, where they can then sign in and pick up identification.

BIRTHDAYS

Students are welcome to come down to the office in the morning of their birthday (or half birthday if theirs takes place in the summer) to choose a special birthday book and to help with the morning announcements. This is a very special occasion for our students! If your child does not want to be a part of the announcements but they do wish to get a birthday book, that is okay too! A big thank you to our Home and School Organization for supplying our birthday books.

Due to the increase of food allergies no food birthday treats are allowed. If you are having a birthday party for your child, we ask that you refrain from sending invitations to school for classmates, and also that your child does not pass out invitations at school. If you are looking for a way to celebrate your child's birthday, please consider donating a book to the LC in honor of the occasion.

DOGS ON SCHOOL GROUNDS

For the safety and comfort of all students, staff, and visitors, dogs and other pets are not permitted on school grounds at any time, including during arrival and dismissal. Service animals, as defined by the ADA, are exempt from this policy.

EMERGENCY CONTACT INFORMATION

It is of utmost importance that the school has accurate and current emergency telephone numbers for all students. As changes occur during the school year, please contact the office to update your information. We ask that parents/guardians inform us of any changes that need to be made in writing as well.

FOOD IN SCHOOL

Naperville District 203 is making a conscious effort to provide a learning environment that supports and promotes wellness and good nutrition. Our Meadow Glens school staff and community is to follow the recommendations and best practices set forth to foster good nutrition and ensure the safety for those children with potentially life-threatening food allergies and other food-related concerns. The following food guidelines were developed and will be followed in all District 203 schools:

Guidelines for Holiday Parties

Typically, there is a Fall Harvest Party, Winter Holiday Party and Valentine's Day Party.

- The party should be focused on activities.
- No food or beverages are allowed at Holiday parties or to be sent home.
- No Latex balloons.

Gum

Chewing gum is not permitted at school. This helps us keep classrooms, hallways, and playground areas clean and free of sticky messes.

LOST AND FOUND

Please clearly mark all personal items with your child's first/last name. Such labeling should be located in an easily recognizable location. Specific items to be labeled include but are not limited to: backpacks, lunch bags, take home folders. All items not claimed are placed on the "Lost and Found" rack located outside of the main office. Items not reclaimed from the lost and found will be donated periodically throughout the year.

LUNCH AND LUNCHROOM RULES

Lunchroom Rules

Meadow Glens students are expected to remember COURTESY and RESPECT for others so that lunchtime will be a pleasant time. Children are expected to:

1. Enter the lunchroom in a quiet and orderly manner and sit at their assigned table.
2. Remain in their assigned seat.
3. Speak in a level 1 volume.
4. Remain seated during lunchtime, and once finished eating, wait for instructions for disposing of trash.

Food Allergies

Parents/guardians of students with identified food allergies will be asked to sign a letter specifying their student's needs regarding modified seating options during the lunch period.

PERSONAL DEVICES

Student use of personal electronic devices is not permitted during school hours, on school grounds, or while riding the school bus to/from school. Personal electronic devices include any computers, tablets, cameras, smartwatches or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images. Similarly, students may not use smartwatches to communicate with parents/guardians or others during the school day, as it can disrupt learning. Per our school guidelines, cell phones and Smartwatches must be turned off and stored in the student's backpack throughout the school day unless explicit permission has been provided by building administration. For more details, please refer to the 'Student Cell Phone/Electronic Devices' section of the student handbook. Thank you for your partnership in supporting a focused and respectful learning environment.

If a student chooses to use a cell phone during the day, it will be turned into the office for safekeeping until the end of the day. Students assume full responsibility for loss or damage of cell phones or any other electronic device that they bring to school.

POSITIVE BEHAVIOR SUPPORT

Meadow Glens School works hard to create an atmosphere where healthy choices are encouraged. Parents and school personnel must model for students that they are in charge and are working to establish an environment that is caring and understanding for each of our students. Every student has the right to learn in a safe, supportive environment. Teachers are responsible for student supervision and observant monitoring. Parents are responsible for supporting and teaching their children to make appropriate choices for the environment they are in. We understand that all children will make mistakes and make poor choices from time to time, for this is how they learn. Our job is to support their growth and learning through a process of teaching for understanding of how we can make the choice for a better outcome when the opportunity arises in the future. We believe that every poor choice offers an opportunity for learning about decision-making for a better choice in the future. At Ellsworth, students are responsible for respecting the rights of their classmates and themselves. It is the responsibility of both home and school, and parent/guardian to form a unified partnership, through constructive and timely communication, that will allow each student to achieve personal success in an appropriate learning environment, whether in the classroom or on the playground.

RECESS

Children are expected to join their classmates and friends at recess time. If their health limits participation in outdoor activities, a physician's note is required for a child to remain indoors during their scheduled supervised recess.

Children will go outside for recess unless the wind-chill index is below 0°F or there is inclement weather at recess time. Therefore, children should dress for the outdoors. boots and snow clothes are required to play in the snow. Otherwise, children will be asked to remain on the blacktop area.

Play equipment is provided by the school. NO play equipment should be brought from home.

REPORT CARD

Student report cards are available through the Student Information System, Infinite Campus. parents/guardians logging in for the first time will receive an activation key sent to their emails. If you have any questions regarding your login information, or to receive an activation key, please email our Parent Support at parents/guardiansupport@naperville203.org.

SNACKS

Students are allowed to have a snack in school. Parents provide these snacks. We ask that snacks be healthy and easy for your child to manage independently and without distraction to the class. Classroom teachers will establish parameters for their classroom around established times and procedures during snack time.