

**Meadowview Elementary School
Family Handbook
2009-2010**



Meadowview Hawks

Address: 4714 Fairfax St.
Eau Claire, WI 54701

Phone: #852-4000

Websites: www.meadowview.ecasd.k12.wi.us
www.ecasd.k12.wi.us

Meadowview Family Handbook

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Meadowview Mission

The Meadowview Community is committed to developing lifelong learners who are respectful, productive members of a diverse world.

Dear Meadowview Parents:

Welcome to another school year! We especially would like to extend a warm welcome to the students and families who are new to Meadowview this year. We are looking forward to an exciting year of learning, sharing, growing, and achieving. As we continue to strive for quality and excellence, we invite and encourage you to stay involved in your child's education. We are extremely proud of our great students, our terrific staff, and our dedicated and involved parent partners – namely you!

We would ask that you review and share this handbook with your child. Your interest, involvement and positive attitude towards the school and staff provides a model for your child that will enhance their caring, enthusiasm and positive school attitude for a lifetime of learning. Our home/school relationship is the primary ingredient in a recipe for school success!

Each child's academic achievement is essential to their future goals and direction, but we also know we are working to build great citizens for our school, community and world. We will spend time this year working on the following building blocks in this worthy endeavor. Please take time to talk about how your expectations at home fit with these building blocks so your child sees the important connections in this part of our partnership as well.

This handbook was developed with parents for your ease of use throughout the entire school year. We invite you to keep this in a handy location for future reference. Please do not hesitate to call your child's teacher or myself at 852-4000 with any questions, concerns or comments anytime during the school year. We invite and welcome your input and feedback.

Here's wishing you and your child(ren) a year of great learning, laughter and love!

Your partner in education,

Del Boley, Ed.D.
Principal

Our Building Blocks

Responsibility
Safety
Cooperation
Fun
Respect

SCHOOL DAY

Schedule

Breakfast	7:50 a.m.
Playground with Supervision	8:05 a.m.
First Bell	8:11 a.m.
School Begins	8:14 a.m.
End of Day: Monday, Tuesday, Thursday, and Friday	3:10 p.m.
End of Day: Wednesday	2:50 p.m.

Every Wednesday school is dismissed at 2:50 for teacher meetings. Busses will also run 20 minutes earlier at the end of the day.

	Recess	Lunch
K	11:55-12:10	12:10-12:35
1	10:55-11:10	11:10-11:35
2	11:25-11:40	11:40-12:05
3	11:55-12:15	12:15-12:35
4	10:55-11:15	11:15-11:35
5	11:25-11:45	11:45-12:05

Lunch/Breakfast

Parents are invited to schedule a special date with their child to enjoy recess and have lunch together in our school cafeteria. We respectfully request that visiting parents join their child by either participating in the school lunch program or by bringing a brown bag lunch.

The Food and Nutrition Program uses a computerized meal system. This system requires parents/guardians to **PREPAY** money into an account instead of buying tickets in advance. Use the meal/milk prepayment envelopes to send payments. Checks should be made out to Meadowview School or you may sign up to make electronic prepayments at www.mylunchmoney.com

Meal prices for the school lunch program for the 2009-2010 school year are:

	<u>Student</u>	<u>Adult</u>
Full Price Lunch	2.20	3.25
Reduced Price Lunch	.40	
Full Price Breakfast	.95	1.45
Reduced Price Breakfast	.30	

Milk (Ala cart, ½ pint) .45 .45

Each child will have a Pin Number (Personal Identification Number) and will use it when participating in the meal/milk program even if they qualify for free or reduced meals. Your child will keep the same pin number as long as they are in the ECASD.

If you have questions about your child's account balance please call the school and ask to speak with the cook. The cook can provide an activity report and a current account balance.

Your child is always welcome to participate in the school breakfast program! Children participating in the school breakfast program should be here no later than 8:00am.

At any time during the school year Free and Reduced lunch forms can be picked up and returned to Meadowview or the Food and Nutrition Office located at the Board Office at 500 Main Street (852-3023). For more information see website:

www.ecasd.k12.wi.us/departments/business/foodandnutrition/freereduced/index.html

*Classrooms vary on daily snacks please check with the classroom teacher to find out what is appropriate to bring

Playground Guidelines

We will hold indoor recess when it is raining outside or for cold temperatures (air temperature is below 0°F degrees or wind chill is below -10°F)

During the winter, students are expected to dress appropriately. Students are to wear boots and snow pants if they want to leave the shoveled blacktop area.

A child will only be allowed to stay in for recess if they have a note from a physician.

Emergency Closings

At the beginning of each school year, parents are required to complete an Emergency School Closing form that will provide the school with instructions on what to do with your child in the event of an emergency closing. It is important to note that the YMCA does not operate on emergency school closing situations. Each child needs an alternative plan.

***Weather Related Closings:** All decisions to cancel school are made by the Superintendent or his designee. Local radio stations and television will announce school closings by 6:30 a.m. or during a newscast. Television: WQOW (18), and WEAU (13). It will also be posted on the ECASD web site.

On very rare occasions, extreme weather conditions may require that schools close early. The Eau Claire Area School District must make the 'early closing' decision by 11:00 AM. Please listen to the radio or television for important announcements.

***Emergency Drills**

Throughout the course of the school year we will conduct several drills with the students to ensure that all staff and students understand and know how to respond/what to do in the event of an unplanned situation. Drills are held periodically to practice emergency in procedures in an efficient and safe manner. Each school year, we practice the following drills:

- **Fire** – fire in and around building
- **Severe weather** – severe thunderstorms, tornadoes, hurricanes, ect...
- **Hold** – a non-threatening situation in the building that requires attention without the disruption/commotion of students in hallways, certain classrooms, ect...

- **Secure** – a situation in which the safety of students/staff can be threatened or endangered
- **Intruder Alert** – a situation in which an armed person is in our building
- **Evacuate** – an unsafe situation in or around the building requiring us to leave the building to remain safe

In the event that there is an emergency and we have to evacuate the building, there will be a **red flag hanging on our school flagpole. This means that no one should enter the school building!** The students and staff will evacuate to Hope United Methodist Church on Fairfax Street. If it is not safe for us to return to school, we will use the emergency forms that you completed and contact you or your emergency contact person to pick up your child/ren. There may be times when we have to evacuate for a short period and be allowed to return to school. In this case, we will bring all the children back.

SAFE ROUTES TO SCHOOL

Crossing Guard

An adult crossing guard crosses children at the corner of Golf Rd and Fairfax St. from 7:30am-8:30am and 2:45pm-3:45pm. On Wednesday afternoons the crossing guard will be there from 2:30pm-3:30pm.

Safety Patrol

We have 5th grade safety patrol students who stand at the intersection of Meadow Lane and Fairfax Street, Meadow Lane and Rye Ct., the entrance to the front parking lot and the back parking lot entrance and exit. They are there every day from 8:00am-8:11am and 3:05pm – 3:20pm except on Wednesdays afternoons, early release day, they are there from 2:45pm-3:05pm.

Drop off and Pick up

You can drop off your child at the south side parking lot, playground or along Fairfax Street. Meadowview staff will provide supervision for children who arrive between 8:05 and the start of the school day. There is no supervision before this time so parents are responsible for their children before 8:05am.

When picking up children please make plans before the school day as to where you will meet your child. You can pick them up in the back parking lot or park along Meadow Lane or Fairfax St. and wait for your child on the playground or in front of the building. During inclement weather you can wait for your child at the end of the hallways by the media center.

Safety at Meadowview

1. Please use sidewalks and crosswalks. When parking on the east side (far side) of Fairfax Street please use the crosswalks to cross Fairfax St. Please use sidewalks instead of cutting through the parking lot.
2. Please travel south (away from Golf Rd.) during drop off and pick up times. The road is very crowded and dangerous with four lanes of vehicles on it. Also, turning a car around on Fairfax is very dangerous.
3. If you are parked in the front parking lot, please wait until the busses have left before you exit.
4. Please drive slowly. Be on the look out for children and parents in the street, in between cars and coming out of opening car doors.

Thank you for considering these safety guidelines.

Bicycles/Skateboards/Rollerblades/Scooters

Children may ride their bikes to school. The bikes must be placed in the racks provided, and we recommend that locks be used. Skateboards, rollerblades, and scooters will be treated the same as bicycles that are used to travel to and from school. For safety reasons we do not allow any of these to be ridden on the school grounds. All should be walked or carried on the school grounds before and after school.

Student Transit

The Student Transit provides all bus service for Meadowview. At the beginning of the year they will send letters to families that have children riding the bus to inform them of the bus schedule. They can be reached at student-transit.com/bus-schedules.htm or #839-5116.

If a student is planning to take a bus home with another student a note from the parent needs to be sent to school and signed by the principal.

ATTENDANCE

You can make a significant difference in the learning process if you ensure attendance every day. Please make every effort to schedule your vacations and appointments during school breaks.

Reporting an Absence

The safety and well being of your child is our first concern, consequently, attendance is taken immediately upon arrival. **When your child is going to be absent parents need to call the school office before 8:30 am** so that we know his/her whereabouts and status – #852-4000. If we have not heard from you regarding your child's absence, we will contact you after 8:30 am. Reporting student absences via e-mail is not recommended because staff may not have the chance to access their e-mail until the end of the day.

Tardy

Children who are tardy should report to the office before going to their classroom. If a student arrives after 9:30 it is considered to be a half-day absence. All tardies are considered unexcused unless we receive communication from the parent/guardian stating otherwise.

Leaving in the Middle of the Day

If a child needs to leave during the middle of the day please send a note with the child. A parent or guardian will need to come into the school to sign the child out. Please do not call or e-mail the teachers, they may not get the message until after school.

Vacations

If your child must be out of town or vacation during school, please send a note for pre-approval to the principal and classroom teacher. A week's notice is preferable.

COMMUNICATION

Contacting a Teacher

Please feel free to contact your child's teacher anytime through a note, e-mail or phone messages. Teachers will check their e-mails and phone messages at the end of the day. If you have other messages that need to get to the teacher during the day, please call the office.

Contacting a Student

On rare occasions, it is necessary for a parent to contact a child during school hours. This should be done through the office. Please make after-school and transportation arrangements with your child before they leave for school. Make sure your child understands the plans.

Contacting the School

The office hours are 7:30 am – 4:00 pm. Please feel free to call the office any time at 852-4000. The Partnership Coordinator can be reached at 852-4007 or by e-mail at slindstedt@ecasd.k12.wi.us .

Electronic Newsletter/School News

Every week we send out an electronic weekly Meadowview Update to let families know about current and upcoming activities. Please sign up for the distribution list by providing your e-mail address to the office or the partnership coordinator. If you do not have e-mail please let us know and we will send a hard copy home with your child.

PTO

Updated 04/23/09

PTO stands for Parent Teacher Organization. It is open to any parent who has a child attending Meadowview Elementary School. There are no annual dues and we warmly welcome everyone. The PTO plans and pays for many special events and on-going activities throughout the year.

PTO Sponsored Activities

Deck the Halls – Parents decorate the halls with students’ holiday art work.

End of Year Celebration – Held on the afternoon of the last day of school for students and staff

Fall Family Fun Night –Celebration of the Fall Magazine Fundraiser

Fieldtrips – We sponsor many extra fieldtrips during the year.

Fifth Grade Party –A celebration for fifth graders who are ending their elementary years

Impressions – Celebration of the arts - children create pieces based on a selected theme

Popcorn Days – This is held 3 times per year. Every student receives a bag of popcorn to be eaten during the designated class time. Students may give a 25 cent donation to the non profit group chosen for that particular day.

Popsicle Day –Popsicles distributed to all students on the first Friday of the school year

Spring Dance – Held in March for families to attend together

Staff Appreciation – We honor the teachers in many ways with conference meals, snacks and various other activities.

Apparel –Every Fall we hold a t-shirt and sweatshirt sale; selling the items at cost.

Yearbook – Every year the PTO designs and produces a yearbook that is available for purchase at the end of the year.

Collection Projects – These are collected in the front entry way of the school. You may drop them off anytime or send them with your student.

Kemps Milk Tops	Campbell Soup Labels,
Box Tops for Education,	Ink Cartridges

Fundraising

To fund activities, fieldtrips and classroom monies we have one fundraiser a year. This fundraiser will be a fall magazine sale in which Meadowview receives a significant portion of every sale. If you wish to participate, please hold your subscription renewals and new magazine orders until September 2009.

If interested in participating or volunteering for PTO sponsored activities, there will be a sign up table in the gym on Welcome Back to School Day. If you have any questions, please feel free to call the 2009/2010 PTO Presidents:

Kris Chapman at # 831-1657 and Chrissy Baumgardner at #836-9378

SCHOOL SPONSORED ACTIVITIES

Updated 04/23/09

Welcome Back to School Day

The first day of school is a day that families attend together. Families come with their students to meet their teacher and bring in their supplies. Plan on 45 minutes per child. When the child has met the teacher and the family has filled out the necessary forms the child is dismissed for the day. This is also a good time to tour the school, meet other staff and see what Meadowview PTO has to offer. Letters are sent home in August with details of the day's activities.

Conferences

Conferences are held two times a year. It is our goal to have every child have a parent/ guardian at their conferences. Childcare is available for siblings ages one year to 12 years.

Classroom Parties

There are three regularly scheduled holiday parties during the year: Halloween, Winter (December), and Valentine's Day.

Children's birthday party invitations should be distributed through the U.S. Mail, unless the entire class is invited. Children who do not receive invitations at school while others do are often hurt or discouraged.

School \$ense

Since 1993, Meadowview has partnered with RCU for the purpose of promoting the importance of savings. Every Wednesday students may bring in their money to deposit into their account

The credit union operates on Wednesdays during the student lunchtime. Students may complete an application found either at the school office, online at www.rcu.org or at any RCU office. Applications can be returned to the school office or an RCU office. Information can be obtained at the RCU table on Welcome Back to School Day.

OTHER

Family Information Change

It is extremely imperative that we maintain current data on our students including address, phone number, parents' work location or phone number, emergency contacts, etc. If during the course of the school year any of this information should change, please inform us by calling #852-4000 as soon as possible.

Birthday Treats

Children may bring a treat to celebrate their birthday. Treats should be brought only for the child's classroom. Because of possible food allergy concerns, students should not bring treats for others in the building. Please check with the teacher to see if there are allergy issues in the classroom.

Head Lice

Head lice are small, oval shaped grayish brown bugs that live only on human heads. They move quickly, shy away from light and live close to the scalp. Nits (Lice eggs) are usually identified prior to finding live head lice. Nits are attached firmly to the hair shaft. Parents are encouraged to make checking for head lice a part of a weekly hygiene routine. If we find head lice on your child, you will be contacted immediately to come to school and pick up your son or daughter. Upon your child's return we will once again check his/her head for live lice.

To decrease the spread of lice, please talk to your child about the importance of not sharing hats, combs or hair accessories. You can call the health department at 839-4718 if you have questions.

Lost and Found

Lost and found items are stored in bins at the back entrance near the cafeteria. We usually have many buckets of lost clothing by mid winter so you may want to go through the bins periodically. Small items are held in the office

Medications

Medications will only be distributed to students at school if we receive an appropriate Medication Consent Form. Both the parents and the doctor prescribing the medication must fill out this form. The prescription and the amount of medication given must be clearly indicated on this form. Absolutely no medication will be administered without this consent.

The guidelines above also apply when medication is to be dispensed during the school day such as short-term antibiotics for strep throat, ear infections, etc. If your child needs a short-term antibiotic, please consider asking your physician for a once or twice daily medication that can be given only at home.

The "Medication Consent Form" is available in the school office.

Visiting

Parents are welcome to visit anytime! Please make arrangements with your child's classroom teacher prior to arriving. When visiting, please sign in at the office and put on a volunteer badge before going elsewhere in the building. The only door that remains unlocked during the school day is the main entrance door on Fairfax St.

Volunteering

We love volunteers! They are recognized for their valuable contributions to the instructional process. If you would like to volunteer in your child's classroom or the media center, please speak with the teacher, media specialist, and/or the partnership coordinator. Our PTO will also be sending information on volunteer opportunities throughout the year. Volunteer information will also be available in the gymnasium on Welcome Back to School Day.

Web Sites

Meadowview Elementary: www.meadowview.ecasd.k12.wi.us	#852-4001
Eau Claire Area School District: www.ecasd.k12.wi.us	#852-3000
Eau Claire YMCA: www.eauclairemca.org	#836-8460
Eau Claire Parks and Recreation: www.eauclairewi.gov	#839-5032
Eau Claire Boys & Girls Club: www.bgca-chippewavalley.org	#855-0081

Eau Claire Area School District – Eau Claire, Wisconsin School Calendar – 2009-10 School Year 2009

August 31 & September 1 All Teachers Report – Workshop
September 2 First Day of School for Students
September 7 Labor Day (all schools closed)

September 24 afternoon
& 2 evenings between 9/21 and 10/02
Parent-Teacher Conferences – Grades Pre/K-5
(all Pre/K-5 schools closed in afternoon)
October 1 afternoon &
evenings of October 1 & 6
Parent-Teacher Conferences – Grades 6-8
(all 6-8 schools closed at 12:30 pm on 10/01)
October 8 & 9 Northwest Education Assn. Convention (all schools closed)
October 20 & 27 – Evenings Parent-Teacher Conferences – Grades 9-12
November 6 End of Secondary Marking Period
November 24 End of Elementary Marking Period
November 25 K/12 Conference Makeup Day (all schools closed)
November 26 – 27 Thanksgiving Break (all schools closed)
December 2 Elementary Teacher Work Day (all schools closed)
Secondary Staff Development Day (all schools closed)
December 23 – January 1 Winter Break (all schools closed)

2010

January 21 afternoon
& 2 evenings between 1/18 and 1/30
Parent-Teacher Conferences – Grades Pre/K-5
(all Pre/K-5 schools closed in afternoon)
January 22 End of Secondary Marking Period
January 25 Elementary Staff Development Day (all schools closed)
Secondary Teacher Work Day (all schools closed)
February 15 President's Day Break (all schools closed)
February 16 Staff Development Day (all schools closed)
February 18 afternoon &
evenings of February 18 & 23
Parent-Teacher Conferences – Grades 6-8
(all 6-8 schools closed at 12:30 pm on 2/18)
February 25 & March 1 – Evenings Parent-Teacher Conferences – Grades 9-12
March 5 End of Elementary Marking Period
March 26 End of Secondary Marking Period
March 29 – April 1 Spring Break (all schools closed)
April 2 K/12 Conference Makeup Day (all schools closed)
May 31 Memorial Day (all schools closed)
June 8 End of Marking Period—Last Day for Students
June 9 Teacher Work Day—Last Day for Teachers
Make up Days (if needed): 1) June 9 2) June 10

Important Dates:

WKCE Testing Window: Elementary Schools: October 26 - November 24, 2009
Secondary Schools: November 2-6, 2009
Graduation Dates: Memorial High: June 8 @ 6 pm at Zorn Arena
North High: June 8 @ 7:30 pm at North
Update: March 24, 2009

2009-10 MEADOWVIEW STAFF

Teaching Staff

Del BoleyPrincipal
 Randy RichterCounselor
 Amber FarleyKindergarten
 Dylan Leonard.....Kindergarten
 Wendi King.....Grade 1
 Kelly Staniszewski.....Grade 1
 Char WinklerGrade 1
 Sharon Asselin.....Grade 2
 Linda BecklerGrade 2
 Karen Brown.....Grade 2
 Melissa LandorfGrade 3
 John Pedersen.....Grade 3
 Kris PresslerGrade 3
 Roxie Mower.....Grade 4
 Joann WalkerGrade 4
 Eric SchofieldGrade 4
 Deb EricksonGrade 5
 Randy Seeley.....Grade 5
 Pam Weiland SchusterGrade 5
 Gloria Fant **and New**Music
 Brad Chapman.....Physical
 Education
 Maureen Skroski.....Art
 Ann SaltMedia
 Specialist
 Angie Yates.....Speech &
 Language
 Tari Poulda.....Speech &
 Language
 Nikki SpragueSpecial
 Education
 Robin BeckerSpecial
 Education
Kate MullinsELL Teacher

Support Staff

Deb KestingSchool Secretary
 Sue Lindstedt.....Partnership
 Coordinator
 Robin Erickson.....Special Education Asst.
 Heidi GradenSpecial Education Asst.
 Peg SchwengelSpecial Education Asst.
 Mary GoettlGeneral Education
 Asst.
 Judy Hayden.....General Education
 Asst.
 Shawna Morrison.....General Education
 Asst.
 Corinn SevcikGeneral Education
 Asst.
 Rhonda Winistorfer.....General Education
 Asst.
 Kimberly CarrilloELL Assistant
 Kong MouaELL Assistant
 Bill Emery.....Head Custodian (*days*)
 Penny BennettCustodian (*evenings*)
 Deb HelwigCook/Cashier
 Ann Sell.....Cook
 Gene Henning.....Crossing Guard

District Support Specialists

Barbara Thompson.....Reading Specialist
 Laura MillerPsychologist
 Ellen HigleySocial Worker
 Julie HagenGifted & Talented
 Anne Yockey.....Occupational Therapy
 Bob RipplePhysical Therapist
 Christy Mock.....Deaf/Hard of Hearing
 Becky KnutsonNurse