



Meadow Park Elementary

California Distinguished School • National Blue Ribbon School

50 BLUE LAKE SOUTH
IRVINE, CA 92614
www.iusd.org/mp

PHONE 949-936-5900
FAX 949-936-5909
ATTENDANCE 949-936-5901

RESPONSIBLE

ON TIME AND
READY

POSITIVE
ATTITUDE

EXPECT
RESPECT

SAFETY FIRST

INSIDE THIS ISSUE:

Policies & Procedures	2-3
School Rules/ PBIS	4-5
Health/ Emergency Prep	6-7
Arrival & Dismissal	8-9
Parent Involvement	10-11
Communication/ Special Programs	12-13
Homework Plan	14-16
Student Fee Information	17



2017-2018 Informational Brochure

To the Meadow Park School Community,

The staff and I welcome each of you to the 2017/18 school year. I feel very lucky to be a part of the Meadow Park School community and for those of you who are new to us, we are excited that you are here. For those of you who are returning, we always have as our goal that this year will be even better. This year will be especially exciting knowing that next year we will be moving to a new campus and returning in 2019/2020. With your children as our connection, we will spend the year growing and learning, laughing and celebrating, planning and communicating. This year will present unique opportunities for all of us to grow and of course, flexibility will always be at the forefront.

It is clear that Meadow Park is a great example of what can happen when educators, parents and

the community work together in the best interest of children. I love the fact that we all work together to bring out the best in one another and in all of our students. We are a school family that believes in Responsibility, being On time and ready, having a Positive attitude, Expecting respect, and being Safety first (ROPES).

I often say, "Together, we can make great things happen." I can't wait to see all of things we will accomplish. On behalf of the entire Meadow Park Elementary School staff, we welcome you and look forward to a great school year. This year will no doubt look differently and I feel that is a great thing! We will make great things happen.

Sincerely,
Thomas Potwora

Meadow Park Beliefs

To provide the highest quality educational experience, we are dedicated to:

- Valuing each child's uniqueness and celebrating diversity
- Providing an instructional program that instills a joy of learning and empowers all children to reach their potential
- Providing the highest quality educational experience we can envision
- Enabling all students to meet the challenges of a changing world

Attendance Procedures • Hotline 949-936-5901

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Please call 949-936-5901 **before 8:30 a.m. each day** if your child will be absent or tardy. The above line is dedicated specifically

for this purpose. All tardy students must sign in at the front office before going to class. Parents of students who are bused, please also call the transportation department at 949-936-5370.

Attendance and tardies are monitored at the District level and, per CA Ed Code, letters will be generated if your child has three or more tardies of 30 minutes or more, ten tardies of less than 30 minutes, or three unexcused

absences.

Per CA Ed Code, a student shall be excused from school when the absence is due to: illness, medical/dental appointments, funeral for immediate family members, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or student's appearance in court.



Homework Requests for Absent Students

If you wish to pick up homework for your absent child, please call the office prior to 9:00 a.m. It will be available for pick-up after class is dismissed.

Tardy/Leaving Early

Students are considered tardy if they are not in their class line at 8:10 a.m. If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day.

Should you find it necessary to schedule a medical appointment during your child's class

time, please sign out your child in the office. Do not go directly to the classroom at any time. This minimizes disruption to our instructional program and maintains student safety. Students leaving school before dismissal time must be signed out in the front office by a parent, guardian, or other adult listed in the Emergency Contacts on the computer. Students will be released only to those whose names are listed on the Emergency Contacts.

Forgotten Items

One of our priorities is to have students develop personal responsibility. To this end, staff members will not accept

homework or library books once school begins. The front office staff will accept forgotten instruments.

Independent Study Contracts

We realize that there are times during the school year when families are out of town for one reason or another. These are considered UNEXCUSED absences. We do not offer independent study contracts to excuse these unexcused absences.

Bell Schedules

Kindergarten

- Early Birds 8:10-11:30
- Later Gators 10:10-1:45

Primary (1-3)

8:10-2:04
Upper (4-6)
8:10-2:39

Students are considered tardy if they are not in their class line by their starting bell.

Wednesdays-Modified *

Grades 1-6 dismissed at 1:39
Minimum/Conference Days *
Grades 1-6 dismissed at 1:00

* Kindergarteners are dismissed at their regular time.

Playground Supervision

Playground supervision begins at 7:55 a.m. Students are not to arrive on campus before that time. There is no supervision after school. All students must go directly home when dismissed. Primary students who are dismissed early may

not wait for older siblings. The school grounds/playground are for the sole use of Meadow Park students during the school day, and are not open to siblings during school hours.



Policies and Procedures

Lunch

A hot lunch program is available for 1st-6th grade students. The lunch price is \$3.25 (milk included). Milk is also available for \$.75. Pre-payments may be made at school or online through the Lunch Box program at http://www.iusd.org/district_services/food_services/index.html

Checks are to be made payable to

IUSD Food Services. Please include your student's PIN number on the check.

Free/Reduced Lunch

If your income meets required eligibility guidelines, please complete a free/reduced lunch application available in the office.

Late Lunches

Late lunches are to be labeled with your child's and teacher's name and placed in the late lunch box in the office.



Cell Phones

With more and more students coming to school with cell phones, it is imperative that you are aware of the following:

1. The school cannot assume any responsibility for any loss or damage to a cell phone.
2. Cell phones must be turned completely **off** (not on silent or vibrate mode) during the school day.
3. Cell phones must be kept in

- the student's backpack at all times during the school day.
4. Students may **not** talk on their cell phones or listen to messages at any time during the school day.
5. Cell phones confiscated for failure to adhere to these rules will be turned in to the principal and will be returned to the student's parents only.

Students are not allowed to use the front office phone for non-urgent matters. In order to minimize classroom interruptions, we also do not deliver non-emergency phone messages from the office to individual classrooms. We ask that you take care of all after-school arrangements with your child before he/she leaves for school. Your assistance is greatly appreciated.



Student Dress Policy

Local schools are granted the authority to establish school-based dress and grooming standards consistent with District policy. Students are not allowed to wear any items to school that may be deemed inappropriate, unsafe, or disruptive to the educational process.

- Pants or shorts must be the proper size (not too small or too large), fitting securely at the waist above the hipbone.
- Shorts must be below the fingertips when hands are held at the side.
- Closed-toe shoes must be worn at all times. Unsafe shoes are not allowed. Shoes must be appropriate for daily physical activity.
- Dangling earrings are dangerous and are not appropriate school attire.
- Clothing that contains offensive or obscene symbols that promote alcohol, tobacco, drugs, gangs, tagging, violence, or that degrade any gender, cultural or ethical values are not permitted at school.
- Any article of clothing that does not cover the mid-section or undergarments or shows bare shoulders is not appropriate for school. Examples include bathing suits, tube tops, tops with spaghetti straps (less than 2 fingers wide), racer back tank tops.
- Make-up, unnatural hair colors or extreme hairstyles are not allowed at school.
- Hats may be worn outside for sun protection but should not be worn indoors.

Staff members monitor our school dress policy. Parents will be contacted when students violate our dress policy. Inappropriately dressed students will phone parents for a change of clothes. Sometimes the health office may have items that students can wear. Appropriate disciplinary action will be taken for students who repeatedly disregard dress code standards.



General School Rules

- Personal belongings, such as skateboards, roller blades, scooters, Heelys, and hand-held laser pointers, are not permitted on school grounds.
- Electronic equipment, such as iPods, iPads, laptop computers, are not permitted on campus without the prior authorization of a teacher.
- Cell phones must be turned off and placed in student's backpacks during school hours.
- Students will use appropriate language both in the classroom and on the playground.
- Students must have a pass to be in the buildings or atriums before school, during recess, or during lunch periods.
- Students are allowed on campus no earlier than 15 minutes before their school day begins and no later than 10 minutes after their school day ends.
- Students must use crosswalks or a corner when crossing the street, even if an adult is with them.
- Playing in or near the bathrooms is not permitted.
- Gum is not permitted at school.
- Unsafe play (wrestling, tackling, etc.) is not permitted.
- Closed toe shoes must be worn at all times.

Animals on Campus

For the safety and comfort of our students and staff, animals are not permitted on campus, even if they are on a leash or are carried. Please be aware that pursuant to Orange County Ordinance 41.46 dogs are not to be on school grounds at any time.



Lost and Found

A lost and found cart is located outside the MPR in the 1st Grade courtyard. Small items, such as glasses and retainers, as well as musical instruments, are kept in the office. We encourage parents and students to check the cart regularly for lost items. Please label **everything** that is sent to school.

Nondiscrimination

Irvine Unified School District is committed to equal opportunity for all individuals in education. All activities and programs at Meadow Park Elementary School are free from discrimination based on actual or perceived characteristics of race or ethnicity, disability, gender, gender identity, gender expression, nationality, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs.

[Click here to view the for the complete document which includes names and contact information for persons designated to handle inquiries regarding the policies](#)

Sexual Harassment Policy

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity or expression.

[Click here for the complete document](#)

Zero Tolerance

We enforce a policy of Zero Tolerance, which means that the following violations will result in immediate SUSPENSION or EXPULSION from the Irvine Unified School District.

- Possession of a firearm
- Brandishing a knife
- Sale of controlled sub-

stance

- Committed or attempted to commit a sexual assault

In addition, the following violations may result in immediate SUSPENSION and a determination of further action that may result in EXPULSION proceedings.

- Serious physical injury to others

- Possession of knives, explosives, or other dangerous objects
- Possession of controlled substance
- Robbery or extortion
- Assault or battery upon any school employee

PBIS

Overview

Meadow Park R.O.P.E.S. is a school-wide commitment to positive behavior support. Identifying, teaching, and reinforcing the expected behaviors allow students to achieve academic, behavioral, and social success. Meadow Park R.O.P.E.S. stems from the University of Oregon's Center of Positive Behavior Interventions and Support (P.B.I.S.) program. Two years ago, Meadow Park adopted the P.B.I.S. philosophy and our first step was outlining our school-wide expected behaviors. We chose the acronym R.O.P.E.S., which stands for Responsible, On Time and Ready, Positive Attitude, Expect Respect, and Safety First. Please click here to see our [school-wide matrix](#) to learn more about Meadow Park's expected behaviors. The school-wide matrix can also be found on the PBIS page of the Meadow Park website (www.iusd.org/mp/pbis).

R.O.P.E.S. Coupons

Students receive Meadow Park R.O.P.E.S. positive reinforcement coupons for displaying

the school-wide and classroom specific expected behaviors. By turning in these coupons, students become eligible to win fun prizes from our R.O.P.E.S. cart! Students can earn these coupons from administrators, teachers, guest teachers/ substitutes, support staff, and noon duty supervisors. Periodically, various Meadow Park staff members visit classrooms and Meadow Park R.O.P.E.S. coupons are randomly chosen from the classroom buckets. These students are rewarded with a variety of prizes. Once a month at Flag Deck, there is a special drawing where students are selected for prizes such as "Wii with the Principal", "Extra Recess", and a "Homework Pass".

P.B.I.S. Basics

Utilizing the "Systematic Change Model", attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results for all children. This makes problem behavior less effective and desired behavior more functional. It is research-

based, and it works!

Key Components

- Clearly defined school-wide expected behaviors
- Expected behaviors are intentionally taught in all school settings
- Purposeful reinforcement for demonstrating positive school-wide expected behaviors
- Consistent consequences and opportunities for re-teaching positive expected behaviors
- Use of data to make decisions about school-wide practices
- Comprehensive staff and student involvement

Goals

- Improve the academic culture through increased instructional time
- Improve the behavioral culture through a decrease in office discipline referrals
- Improve school safety and positive peer interactions





Health

A District nurse, health clerk, or office staff are available on campus to assist with the illness or injury of a child. Parents will be contacted to pick up their child if he/she needs to go home or see a physician.

Information and guidance is provided to staff, parents, and students when medical conditions affect academic and/or social growth.

When Your Child is Ill

Germs spread very quickly. If your child tells you that he/she does not feel well, please take the time to take his/her temperature BEFORE sending your child to school. We know that a child does not always have a fever when feeling ill, but most often we find ourselves sending home children who do. Listen to your child and take their temperature! A temperature of 99.8°+ will result in a phone call for him/her to be picked up.

Vision and Hearing Screenings

District nursing staff provides students with vision and hearing screenings for grades K, 2, 5, new students, or at parent or teacher request.

Breakfast

Please make certain that your child eats breakfast before arriving at school. Often times a “sick” child is just hungry.



Medication at School

Any time your child requires medication at school, the medication must be kept in the nurse's office to be given by school personnel. LEGALLY, the school requires:

1. Medication MUST be in the ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. The parent MUST sign a consent form prior to medication being administered. The form is available in the school office, as well as on the IUSD website under Health Services (http://iusd.org/education_services/health_services/index.html).
3. The physician MUST sign a consent form prior to medication being administered. Medication will not be administered unless instructions are specific.
4. Medication MUST be brought to school by a parent. At no time should medication arrive at school in a lunch box, backpack, baggie, etc.

These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc.

Please do not ask school personnel to administer medications supplied by you until the above mentioned requirements have been met.

Please do not ask school personnel to supply your child with medication as no medications are supplied by the school.

Please do not send your child to school with medications of any kind.

Student Accident & Health Insurance

The school district makes available to parents a low cost accident and health insurance for their children. Forms are distributed to parents on the first day of school. Additional forms are available in the of-

fice. The desirability of having such a plan can provide benefits and coverage when help is needed.

Emergency Preparedness

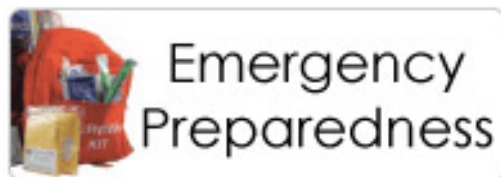
At Meadow Park, we are constantly concerned for the safety and welfare of each of our students. We hold regular drills to teach children the appropriate way to safely exit the building in the event of a fire, to “duck and cover” in the event of an earthquake, and to respond to lockdowns. The school is fully equipped with search and rescue materials, first aid supplies, food, and water. Staff are assigned emergency preparedness roles and undergo specific training as needed. Our school staff is prepared to deal with a major emergency and to provide for the physical and emotional needs of students while they are under our supervision, as well as their orderly and safe release.

Access to students, in the event of an emergency, will be carefully controlled so that we may account for every child. Students will be released ONLY to adults designated on their emergency data.

In the event of an emergency, we will attempt to contact the parent community using emergency systems linked to phones and email.

To assist us in this effort, we require parents to do the following:

- Complete an Emergency Information Card and update it whenever there is a change in your contact information.
- Keep your contact information (including home phone, cell phone, email, and emergency contacts) on the [MyIUSD parent portal](#) up to date.
- In the event of an emergency, check in at the designated student-release area to pick up and sign out students.



Arrival and Dismissal



Bicycles

It is requested that each parent discuss the following bicycle rules with your rider:

- Parents assume FULL responsibility and liability for the rider's conduct and bicycle.
- **Bicycles are allowed for students in grades 3-6 only.**
- All bicycles MUST be parked in the bike rack and LOCKED. Students may not share a bicycle lock—only one bicycle per lock!
- Helmets MUST be worn by all students riding to and from school.
- All bicycles must be walked on school grounds.
- Children should never ride two on one bicycle.
- Bicycles must be in safe working condition.
- Students are not to loiter in or around the bike rack area at any time.

Walking To and From School

Parents are urged to discuss safety rules and the responsibilities of good citizenship with their children in regard to walking to and from school. The City of Irvine provides crossing guards at **Thunder Run/West Yale Loop, Blue Lake South/West Yale Loop, and Early Morn/Blue Lake South.** These points should be stressed:

- Come directly to school from home.
- Walk on the sidewalk and inside the crosswalks.
- Cross streets only at the corners and crosswalks and with the crossing guard who is on duty before and after school. Jaywalking is a citable offense by the Irvine Police Department.
- Go directly home after school.
- Do not talk to strangers.

Driving and Parking

If you drive to school, we ask that you be aware of the safety of children when driving in the vicinity of the school.

Due to the limited number of parking spaces, the parking lot is reserved for staff only. To ensure the safety of our students, parents are not permitted to drive nor are parents and students allowed to walk through the parking lot at any time.

Parking is permitted along the west side of Blue Lake South between the posted signs. A loading zone is between and on either side of the school driveways; please pull all the way forward. Parking is not permitted in this zone. Do not leave your car in this area even if it is only for a few minutes. Drop off children next to the curb; do not double park or block the road. U-turns are illegal on Blue Lake South.

Student Pick-Up Locations

We have designated four pick-up locations for those families meeting their children at dismissal. In order to alleviate congestion on campus and to keep our students, staff, and parents safe, we ask that you wait at one of four designated pick-up areas. Students are not to be picked up at their classroom's door. Kindergarten students are released by their teacher at location #1. The locations are:

1. On the grass area between Rainbow Rising and the Kindergarten play structure. Note that siblings are not permitted to play on the play structures/grounds during school hours.
2. At the gated entrance to school grounds on Blue Lake South near the community pool and crosswalk.
3. On the grass area on the east side of the campus near the path that connects Meadow Park and South Lake Middle School.
4. On the sidewalk near the bike racks.

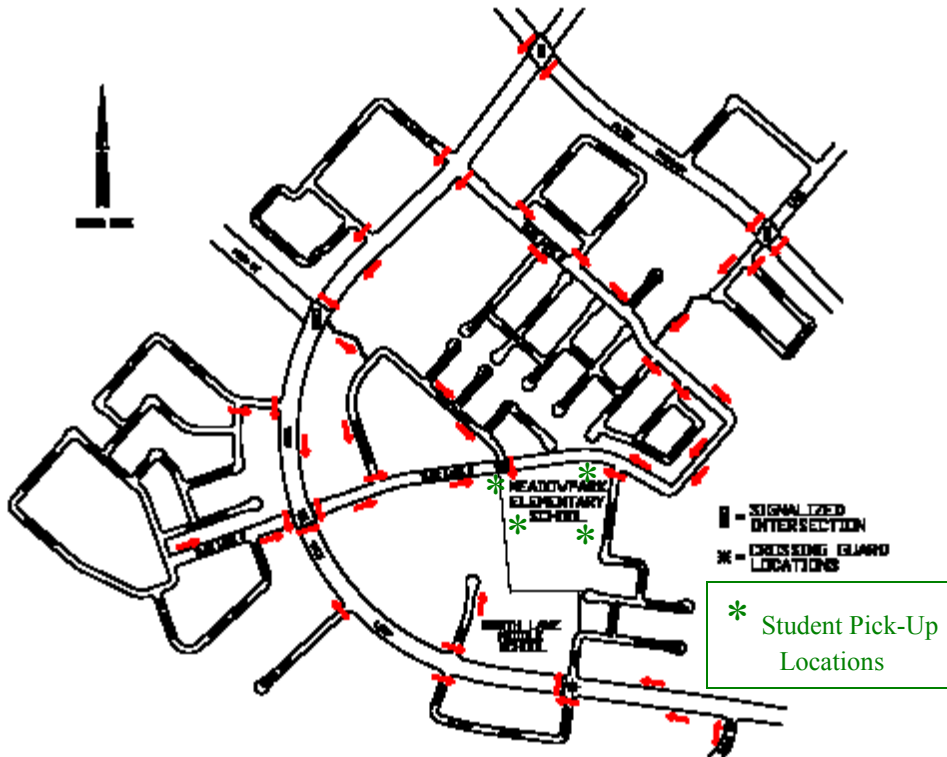
These locations are designated (*) on the Safe Routes to School Map on the following page.

Suggested Routes to School Map

SUGGESTED ROUTE TO SCHOOL MEADOWPARK ELEMENTARY SCHOOL

DEAR PARENTS:

In cooperation with the Irvine Police Department and the Traffic Engineering Division of the City of Irvine, we have identified a **SUGGESTED ROUTE TO SCHOOL** for children who walk or ride bicycles to school. We strongly encourage you to review the plan with your child and, if possible, walk the route to make sure he/she understands the route.



In the City of Irvine, bicycles may be legally ridden on sidewalks, but must yield to pedestrian traffic. Students on bicycles should always walk their bicycles across streets and look both ways before entering the street. Students who ride their bicycles within the on-street bicycle lanes are required to obey all the rules of the road. This includes riding in the same direction as vehicular traffic. All bikes must be locked in the bike racks located in the front of the school.

Meadowpark Elementary School is served by three Crossing Guards to assist children when crossing at Blue Lake S and W Yale Loop, Thunder Run and W Yale Loop, and Blue Lake S and Earlymorn. When the Guards are on duty, the children are to obey the Guard's instructions.

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Parent Involvement

Parent involvement is critical to the mission of Meadow Park; it supports the staff and helps reinforce the importance of education to your child.

There are many ways to get involved. Following are details of organizations available for parent volunteers.

Parent-Teacher Association (PTA)

Meadow Park is fortunate to have the support of an active group of parents who devote their time and talents to promote activities and events for our students. Our PTA assists in providing financial support, not available by other means, which improves the quality of learning and increases opportunities for enrichment for all students. Parents are encouraged to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be posted on

the PTA link of the Meadow Park website and in the Mustang Express.

School Site Council (SSC)

The School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our School Improvement Plan. Parent members are elected by vote of all parents in the fall. Meetings are open to the general parent community and the schedule of times will be listed on the Meadow Park Website and in the Mustang Express.

English Language Advisory Committee (ELAC)

The ELAC is composed of the principal, staff, and parents of English Language Learners who meet to review our instruc-

tional support of English Language Learner students. Sometimes this committee is combined with the SSC.

Meadow Park Foundation

The Meadow Park Foundation is a non-profit foundation made up of parent and community volunteers who raise funds specifically to support Meadow Park in the area of technology. They also contact corporations for matching grants, in-kind services, and donations of equipment.

If you are interested in being a part of any of these organizations, please call the office at 949-936-5900.

Visitors and Volunteers

Student Safety

All visitors (parents, volunteers, and guests) are required to sign in at the school office prior to conducting business on campus. No parent is to be on campus at any time during the school day without signing in at the office first. Please do not enter any classroom, the playground, or lunch table area directly from the parking lot or back of the school.

Visitor Badges

Visitors on campus will be given a visitor's badge upon signing in and **MUST** wear the badge in a visible location at all times while at school. Any visitor without a name badge will be asked to return to the office to sign in.

Volunteer Form

All parents or guests volunteering in the classroom or helping in any way at school must bring their driver's license to the front office to have it scanned. Then the volunteer can be added to the data base and sign-in and print a new badge each day that they volunteer.



Classroom Volunteers

Meadow Park welcomes and values our volunteer assistance. In addition to the organization opportunities detailed on page 10, parents and guests may volunteer in classrooms and the library.

Classroom/Library Assistance

Classroom teachers and our library staff will recruit parent help at the beginning of the school year. There are opportunities for parents to work directly with students, to complete clerical tasks, and to complete tasks at home. If you are interested in serving in this way, please contact your child's teacher. If working in the library is of interest to you, please contact our library staff.

We want your experience as a classroom or library volunteer to be a successful one. Here are some suggestions that might be of interest to you when you come to help out:

- 1. Meet the students in a relaxed, friendly manner.
- 2. Learn student names and pro-

- 3. Let the students know that you are truly interested in them by asking about interests, friends, etc.
- 4. Give students your full attention. Listen to what they have to say.
- 5. Set an example for students by being courteous and respectful to them.
- 6. Build students' self-confidence. Let them know you expect them to try and to succeed.

As you work with students, keep these ideas in mind:

- 1. Be consistent when working with students.
- 2. Learn school rules and be sure to follow them.
- 3. Be dependable. The teacher and students are depending on you.
- 4. Be prepared. Have everything ready when you start to work with students.
- 5. Reward students with positive praise.

- 6. Help students learn HOW to do their work.
- 7. Ask for help if you find a problem that you feel you may not be able to handle.
- 8. Your interest and enthusiasm as a volunteer may be the single most important part of success in learning for many students.



Confidentiality

All student information observed or obtained while volunteering is to remain confidential. Adults who breach this confidentiality expectation will not be invited to return.

Please recognize that when volunteering in the classroom, you are offering your assistance to the classroom teacher. If you are interested in observing your child's classroom, you are allowed up to three observations of no more than one hour each during the school year, per IUSD Board Policy. Please request your desired observation in writing at least two school days in advance.

Student Birthday Celebrations

Each child will be celebrated in their classroom, by their teacher and classmates. It might look slightly different in each classroom or grade, but each child will get their Special Day!

While we appreciate the joy and excitement that accompanies our students' birthdays, **we ask that no food, treats, goodies, pencils... be brought this year.**

A more lasting gesture would be the donation of \$15.00 to the Birthday Book Club in our

school library. Our library staff has excellent books to choose from in the special Birthday Book Club Bin. See your teacher or the Library staff for the Book Club Form. Your child then chooses a book from the bin and special dedication card will be placed in the book. The book will be shared with your student's class during their library time. After that, the book will be placed in the school library as a continuing memory of your child's special day.





Parent Communication

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

Back to School Night

During the first month of school, we schedule a formal evening meeting for the teachers to present the curriculum, policies, and procedures for the year. It is also an opportunity for parents to sign up for a variety of volunteer opportunities. This is a night for parents only. Staff will present general information, not specific student progress.

Report Cards

Three times per year, report cards are issued for all students in grades K-6. The report card is no longer printed, but rather is available on the MyIUSD Parent Portal (<https://my.iusd.org>).

Parent Conferences

Conferences are scheduled two times per year, once in the fall and once in the spring. The fall conference is a goal setting conference to select goals for each child and to review early progress. The spring conference is optional and serves as follow-up when necessary. Teachers are always available to schedule an individual meeting to discuss concerns or issues.

Open House

Open House is a showcase of student progress. This event is an acknowledgement of the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.

Meadow Park Website

The [Meadow Park website](http://www.iusd.org/mp/grade_levels.html) offers a plethora of information about our school program, staff, and events. Be sure to check it regularly!

Mustang Express

The Mustang Express is a weekly email/newsletter that provides tidbits on important events or school news. Look for it in your inbox or on the [Meadow Park Website](http://www.iusd.org/mp/our_staff.html).

Meadow Park Round-Up

The Meadow Park Round-Up is issued periodically throughout the year. It contains more detailed information about our school programs. Look for it on the Meadow Park website.

Thursday Folders

In an effort to ensure that materials reach home, each child has an envelope or folder that parents should expect to be brought home every Thursday afternoon throughout the school year. The conduit might contain both school communication and schoolwork/homework. We hope that you

will allow time each Thursday to review the information with your child and return the envelope or folder to school on Friday.

Grade Level/Teacher Websites

K-3 teachers utilize grade level websites to communicate grade level news and information. These grade level links can be located on the Meadow Park website (www.iusd.org/mp/grade_levels.html). Upper grade teachers utilize teacher websites for class and grade level news, homework, curriculum links, and calendar items. Links for teacher websites can be found on the staff page of the Meadow Park website (www.iusd.org/mp/our_staff.html).

Email and Voicemail

All staff members have a phone message line and are requested to check it regularly. The phones in the classrooms revert to voicemail during the school day. Each staff member also has an email address, which they check at least once per day, when present at school. Staff email addresses are listed on the staff page of the Meadow Park website (www.iusd.org/mp/our_staff.html). Please call the office for any emergency issues as teachers will not answer the phone or check email during instructional time.

In addition to our outstanding general education program, Meadow Park has a variety of other programs and services.

Gifted and Talented Education Program

The GATE Program is available to identified students grades 4-6 with exceptional learning abilities. The program consists of small clusters of identified students within the general education classrooms with a teacher who has been trained in meeting the needs of the gifted student. Appropriately differentiated instruction including depth, complexity, acceleration, and novelty is taught within the core curriculum. You may obtain further information by calling the district office at 949-936-5000, or by visiting the Gifted and Talented Education page of the IUSD website at www.iusd.org/parent_resources/gate/

Title I Program

Title I funds support many programs including Early Intervention Reading Model for small group reading interventions in K-2 classrooms, small group instruction for grades 3-6, and small group math instruction.

Specialized Academic Instruction (SAI) Classes

IUSD provides students with a minimal or total support system (academic, behavioral, personal, vocational, transition) through which he/she can acquire knowledge and those skills necessary to function in the regular classroom and ultimately in society.

Psychological Services

The school psychologist provides assistance for behavioral, social/

emotional, and cognitive needs of students. Diagnosis of student needs, guidance for students and parents, testing, and consultation are available.

Resource Specialist Program

This program is designed to assist children who demonstrate significant deficits in academic skills. A student can qualify for this program by demonstrating a specific learning disability or a significant discrepancy between ability and academic achievement. After a student is identified as qualifying for this program, an Individualized Education Plan (IEP) is designed to assist the student to make reasonable academic gains utilizing his/her strengths and remediation of weaknesses. This program is designed and implemented by the resource specialist in classrooms and in a one-on-one or small-group learning situation.

Speech and Language Pathologist

This program is designed to diagnose and provide therapy for students who demonstrate difficulty in speech, language development, and language-based skills. Students who qualify for this program have an Individualized Education Plan (IEP) designed for them and receive individual or small group assistance as appropriate.

English as a Second Language

Our staff recommends that children learning English as a second lan-

guage enroll in the IUSD Newcomer Program. Students are much more successful in English acquisition through this specialized district program. After students reach an intermediate level, they will return to their neighborhood school. Students who have been identified as English Learners receive additional support to assist them in reading, writing, listening, and speaking standards.

Rainbow Rising

The Rainbow Rising Child Care Program at Meadow Park provides affordable, quality childcare and day camps in a warm, encouraging environment. The program operates daily, Monday-Friday from 7:00 a.m. to 6:00 p.m. For further information, please call 949-651-0678.

Other Services and Special Programs

- Art Specialist: 4-6
- Instrumental/Choral Music: 4-6
- Music: K-3
- Library/Media Center: K-6
- Health Education: K-6
- Science Specialist: 4-6
- Student Success Team: a problem-solving team approach for students, parents, and staff
- DARE Program: a special drug awareness program for 6th grade, sponsored by the Irvine Police Department
- Student Ambassadors
- ACE after school classes

Homework Plan

Part 1: Purpose Statements	<i>For each grade level or department, articulate the purposes for which homework is assigned</i>
<ul style="list-style-type: none"> • Provide practice and reinforcement of skills and concepts taught in class. • Provide practice of life-skills such as time management, organization, and responsibility. • Provide opportunities for application, extension, and critical thinking. • Provide a set time to study for upcoming assessments. • Communicate to parents the skills and concepts taught in class. 	

Part 2: Appropriate Parent/ Guardian Involvement	<i>For each grade level or department, a description of appropriate parent/guardian involvement</i>
<ul style="list-style-type: none"> • Monitor and support student homework and assist with time management. • Establish a time and place that enables a child to focus solely on homework. • Create opportunities for a child to self-reflect. • Recognize that each student learns differently. 	

Part 3: Informing Parents and Guardians	<i>The means by which parents/guardians shall be informed about: homework expectations; how homework is factored into student grades, when it is factored into student grades; how to respond when homework demands feel excessive</i>
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INFORMING PARENTS OF HOMEWORK

Teachers shall communicate homework policy during Back-to-School Night, parent conferences, and grade level websites.

HOMEWORK EXPECTATIONS

Kindergarten	<ul style="list-style-type: none"> • Listen to an adult read daily. • Practice reading aloud. • Complete a monthly reading log. • Complete weekly homework packet in a timely manner and with best effort.
First Grade	<p>Complete homework packet in a timely manner.</p> <ul style="list-style-type: none"> • Practice math facts and read aloud nightly. • Do work independently and ask questions if needed. • Demonstrate your personal best effort.

Second Grade	<ul style="list-style-type: none">• Complete all written work neatly in pencil.• Label each assignment with the day of the week assigned.• Provide a parent signature for any spellingcity.com activity completed.• Provide a parent signature at the end of the completed homework contract indicating the child has read each evening and that a parent has checked to verify that the written homework has been completed in a quality manner, all work and answers are correct, and all work is labeled and attached.• Turn in completed homework contracts by Friday morning at 8:10 a.m. (unless otherwise noted on contract).
Third Grade	<ul style="list-style-type: none">• Record nightly homework assignments in planners.• Complete nightly homework neatly in pencil (Monday-Thursday).• Read nightly and complete Reading Log (Monday- Thursday).• Take Personal Spelling Word Quiz weekly.• Study for tests.
Fourth Grade	<ul style="list-style-type: none">• Record nightly homework assignments in planners.• Check homework on individual class websites (parents can check assignments for familiarization).• Complete nightly homework (Monday-Thursday).• Read nightly and complete Reading Log (Monday-Thursday).• Study for tests.
Fifth Grade	<ul style="list-style-type: none">• Complete all homework on time and to the best of your ability.• Write daily/weekly homework assignments in planner and ask clarifying questions as needed.• Utilize all applicable resources.• Apply teacher feedback on homework to guide studies.
Sixth Grade	<ul style="list-style-type: none">• Complete all homework on time and demonstrate your personal best effort.• Complete all assignments neatly and show all work.• Use classroom resources (planner, notes, journals, textbooks, and online resources) as a reference for homework completion.• Ask questions when you do not understand how to complete homework before you leave school.• Check to make sure you have the appropriate materials necessary to complete the assignment.• Write your name, number, and date in the upper right hand corner and title of assignment on the header line.

Homework Plan

HOMework FACTORED INTO GRADE

Our Meadow Park philosophy is that homework does not count as part of the report card grade. All grade levels reflect homework completion in work/study habits and in comments on report cards.

HOW TO RESPOND WHEN HOMEWORK DEMANDS FEEL EXCESSIVE

Parents may communicate concerns and or questions directly to the teacher in a positive, proactive manner to establish an effective home to school partnership.

Part 4: Student Access

The access that students shall have to obtain: resource materials from the library media center including online materials, assistance and/or tutoring

- All students have access to the materials, resources and supports needed to successfully complete school homework.
- All students have daily access to the school library during students' lunch time.
- Each classroom visits the library weekly with their classroom teacher to learn how to effectively utilize the library media center.

Part 5: Coordination of Assign- ments

The means by which teachers shall coordinate assignments so that students do not receive excessive daily homework assignments.

Part 6: Excused Ab- sences

Notification to parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205 (Education Code 48980)

The Annual Parent Notification document is sent via email at the beginning of the school year and available on IUSD website.

Part 7: Student Sus- pensions

Notifications to parents/guardians that the teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

Parent notification of the policy is included in the suspension letter that must be signed by both student and parent.

Student Fee Information

Background

California's Constitution affirms that students and parents cannot be required to pay money to gain access to educational activities, nor can they be charged for materials and supplies necessary to participate in educational activities.

“Educational activities” has been clearly defined to include extracurricular offerings such as music, sports and some clubs. Moreover, the rules described above are believed to apply to all affiliated groups supporting district and school programs, including PTAs, boosters and foundations.

In 2010, the American Civil Liberties Union filed a lawsuit against the state over impermissible fees, charges and deposits imposed on public school students. Two years later, Governor Jerry Brown signed legislation that codified existing laws and judicial decisions while establishing reasonable enforcement measures for schools and districts. The ACLU subsequently dropped its suit.

It should be noted that IUSD was in the process of analyzing its own practices even before the ACLU suit, looking specifically at funding requests that were made to help offset the cost of transportation, elective courses, summer school classes and essential supplies and equipment. The district has since worked to clarify that parent donations for most educational activities are voluntary, and that students will not be denied participation if their families choose not to contribute.

For further information, please check the following link on the Irvine Unified School District website:

- <http://www.iusd.org/student-fee-info/>