



MEADOW GLENS ELEMENTARY SCHOOL

Dear Meadow Glens Families,

It is with so much excitement and gratitude that I welcome you to a brand-new school year at Meadow Glens! Whether you're a returning family or just joining our community for the first time, I am thrilled to be starting this journey with you as the new principal. Meadow Glens has long been known as a place where students, staff, and families come together to create something truly special—and I feel incredibly honored to now be a part of it.

There's nothing quite like the buzz of a new school year—the fresh school supplies, the nervous anticipation, and the big smiles on students' faces as they walk through our doors. Our goal at Meadow Glens is to make sure every child feels seen, heard, and deeply connected to their school family. We want our students to grow academically, socially, and emotionally—and to feel supported every step of the way.

Our staff is already hard at work planning meaningful, engaging learning experiences that are grounded in best practice and responsive to student needs. We use data, collaboration, and heart to guide our work because we know that each child is unique, and that every student deserves to be both challenged and celebrated.

The handbook you'll find enclosed contains lots of important information to help guide your family through the year ahead. The colored pages at the center highlight procedures specific to Meadow Glens, while the rest provide district-wide information that applies to all schools in District 203. Please take a few moments to go through the handbook together with your child(ren) -- it's a great way to set the tone for a successful year and remind students that school is a team effort between home and classroom -- and return the enclosed form with your signature to acknowledge that you have read through it.

Our Meadow Glens motto is "SOAR with Pride," and those four letters—**Safety, Ownership, Acceptance, and Respect**—will guide everything we do. I know that when we work together in partnership, there's no limit to what our students can achieve. If you ever have a question, an idea, or just want to connect, please don't hesitate to reach out to your child's teacher, the front office, or to me directly.

Thank you for entrusting us with your children. Let's make it a great year—full of joy, curiosity, and connection.

Warmly,

Alexandra Morrow

Principal, Meadow Glens Elementary School

MEADOW GLENS ELEMENTARY SCHOOL

FAST FACTS 2025 - 2026

Main Office:	(630) 420-3200
Absence/Health Office Phone:	(630) 420-3203
School Arrival Time:	Not before 8:00 a.m.
Classes Begin:	8:15 a.m.
School Dismissal:	2:30 p.m.
Early Dismissal Days:	May 1, 2026
Early Dismissal Hours:	Grades K-5: 8:15 a.m. - 11:35 a.m.

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>

FACULTY & STAFF
2025 - 2026

PRINCIPAL	Mrs. Alexandra Morrow	KINDERGARTEN	Mrs. Kathleen Fuglsang Mr. Andrew McCree
ASSISTANT PRINCIPAL	Ms. Jen Brandes		
PRINCIPAL'S SECRETARY	Mrs. Marilia Ovalle	FIRST GRADE	Mrs. Jennifer Alagaratnam Mrs. Theresa Berdiel
SCHOOL SECRETARY	Alyssa Ritson		
SCHOOL NURSE	Mrs. Teresa Schindler	SECOND GRADE	Mrs. Bridget Kelly Mrs. Elizabeth Golden Ms. Shannon March
HEALTH TECH	Mrs. Barb Foss		
LRC DIRECTOR	Mrs. Sarah Hoffman	THIRD GRADE	Mrs. Erin Hedman Mrs. Stephanie Vitale Ms. Allison White
CUSTODIANS (Head)	Mr. Chad Wietting Mr. Bart Carrasco Mr. Jaiden Zallis	FOURTH GRADE	Ms. Alexis Banovetz Ms. Meghan Mason Mrs. Deborah Mitchler Mrs. Lauren Wenkel
ART	Mrs. Amber Shaner		
P.E.	Mr. Jacob Eckberg	FIFTH GRADE	Ms. Carin Chidley Mrs. Leslie Dina Mrs. Pamela Teeling
MUSIC	Mrs. Alexa Villaron		
BAND	Mr. Matthew Dethrow	MULTI-NEEDS	Ms. Anne Tassi Mrs. Christina Bentel
ORCHESTRA	Ms. Meghan Razzini		
LBS RESOURCE	Ms. Jennifer Aukers Mrs. Mei-Lin Mullner Mrs. Tristin Vrchota	PROJECT IDEA & HONORS MATH	Mrs. Jaime Noffke
SPEECH	Mrs. Candace Tablerion	PI+	Mrs. Melissa Dexl Mr. Brian Horner Ms. Noor Khan Mrs. Julianne LaFleur Mrs. Patricia Todd
PSYCHOLOGIST	Jordan Wiles		
SOCIAL WORKER	Mrs. Carly Murillo	EL	Mrs. Traci Johnson Mrs. Rosa McCormick
ADAPTED P.E.	Mr. Todd Rzeszutko		
OCC. THERAPIST	Mrs. Katie DeAngelis	LEARNING SUPPORT COACH	Ms. Morgan Marshall
PHYS. THERAPIST	Dr. Tiffanie Pontow		
READING SPECIALIST	Mrs. Lauren Krok	STUDENT SERVICES COORDINATORS	Ms. Courtney Peters Mrs. Brandy Brennan
MATH SPECIALIST	Mrs. Nicole Stevens		

SCHOOL POLICIES & PROGRAMS

ATTENDANCE

Parents have the option to call the Health Office (630-420-3203) to report all student absences or use our online attendance reporting on the school webpage under Quick Links. You are requested to call before 8:30 a.m if your child will be late or absent. If your child will not return to school after lunch, report the absence before 12:45 p.m.

Please leave a message with the following information:

1. Date
2. Student's name
3. Teacher's name
4. Reason for absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the school health technician.

If a child must leave school during the school day due to illness or for any other reason, they must be signed out by a parent or guardian at the school office.

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.

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

Children should **not** arrive at school prior to 8:00 a.m. at which time they will be allowed to enter the building using door 1 and 6. Students riding the bus will enter the building using door 12 (**please refer to the diagram on page 8**). In the event that a student is tardy (later than 8:15 a.m.) a parent **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 send in a written note to your child's teacher and inform our front office. 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 on page 8.

The children's safety is foremost in our minds. It is for this reason that these procedures have been developed. We greatly appreciate your cooperation and support in following these procedures.

Walkers:

- The City of Naperville in conjunction 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.

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. For everyone's safety, children and adults must walk their bikes or any other equipment (skateboards, scooters, etc.) on

school grounds. The use of skates, rollerblades, skateboards, and scooters is not allowed on school property.

Car Traffic:

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

- **Sara Lane should NOT be used for drop-off or pick-up.**
- Do not park by the curb! You may be ticketed for parking by the curb or using Sara Lane for drop-off and pick-up. Parking by the curb greatly inhibits the flow of traffic.
- The pick-up/drop-off lane on the west side of the school (lot A) **SHOULD ONLY BE ENTERED FROM TRAFFIC HEADING EAST ON MUIRHEAD AVENUE and EXIT ON MUIRHEAD AVENUE *TURNING LEFT ONLY* (west).**
- The pick-up/drop-off lane on the east side of the school (lot B) **SHOULD ONLY BE ENTERED FROM TRAFFIC HEADING WEST ON MUIRHEAD AVENUE and EXIT ON MUIRHEAD AVENUE *TURNING RIGHT ONLY* (east).**
- **USE CAUTION UPON EXITING AND STOP FOR PEDESTRIANS IN CROSSWALKS.**
- Avoid use of the Meadow Glens Park parking lot during arrival and dismissal.

For Safety:

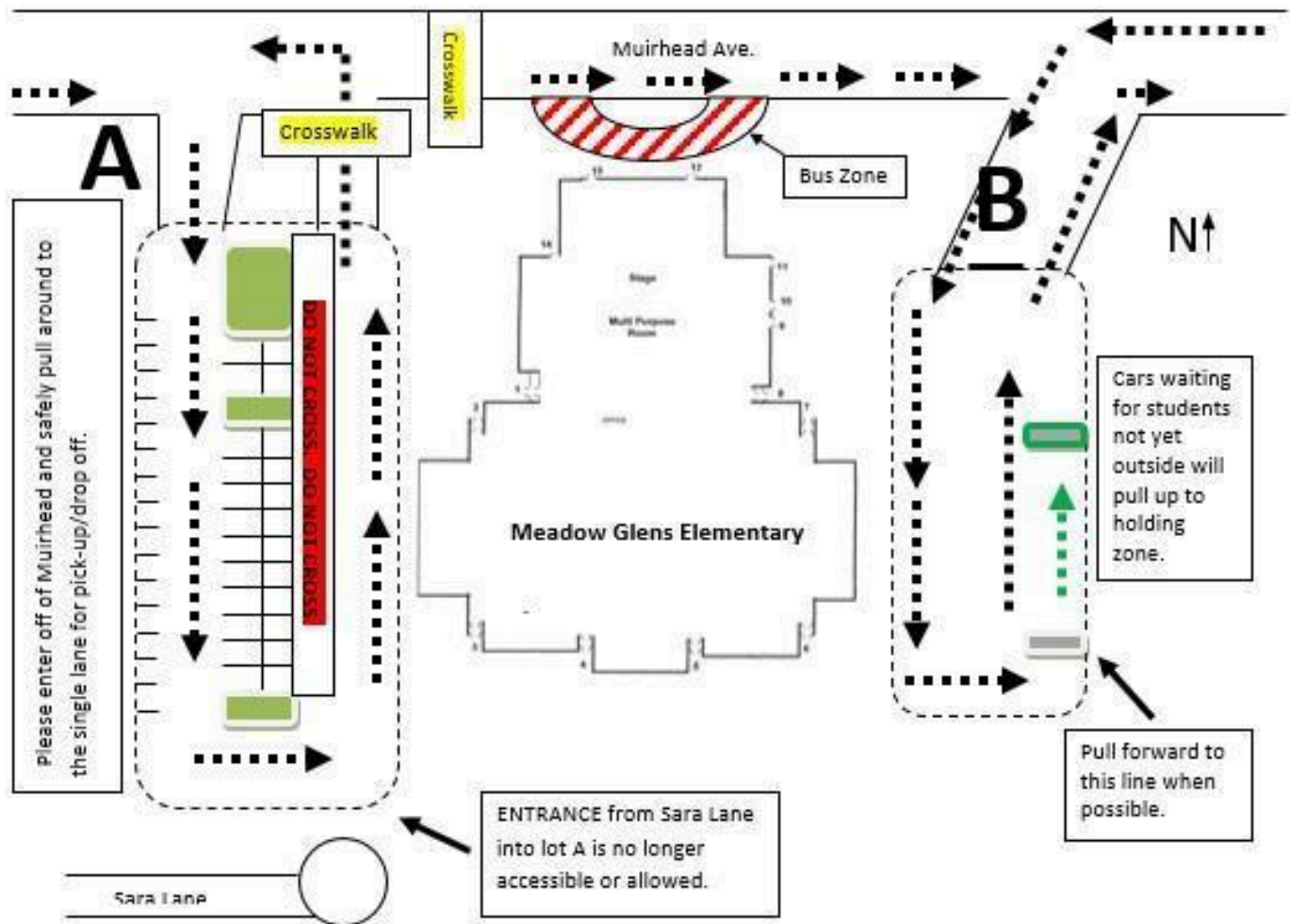
- Pull forward, staying in the arrival/dismissal lane, as far as possible, next to the curb to allow children to safely enter/exit the car. Require children to use the passenger side only to enter/exit the car. Vehicles must pull as far forward as possible before children enter/exit the vehicle from a passenger-side door.
- 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 the vehicle.
- **PLEASE DO NOT ASK CHILDREN TO WALK THROUGH THE FRONT PARKING LOT TO MEET YOUR CAR.** (Children are difficult to see between cars and we wish to avoid unsafe situations). **CHILDREN MUST BE ACCOMPANIED BY AN ADULT TO ENTER THE PARKING LOT; USE CROSSWALKS.**
- Crosswalks are provided for safe crossing of students and other pedestrians. Please, be attentive to posted signs, crosswalks, and follow the direction of our staff and safety volunteers. **DO NOT BLOCK** the crosswalk or drop-off areas.

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 HAVE OFFERED TO SUPPLY EXTRA HELP TO ASSIST OUR CHILDREN AND TO 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

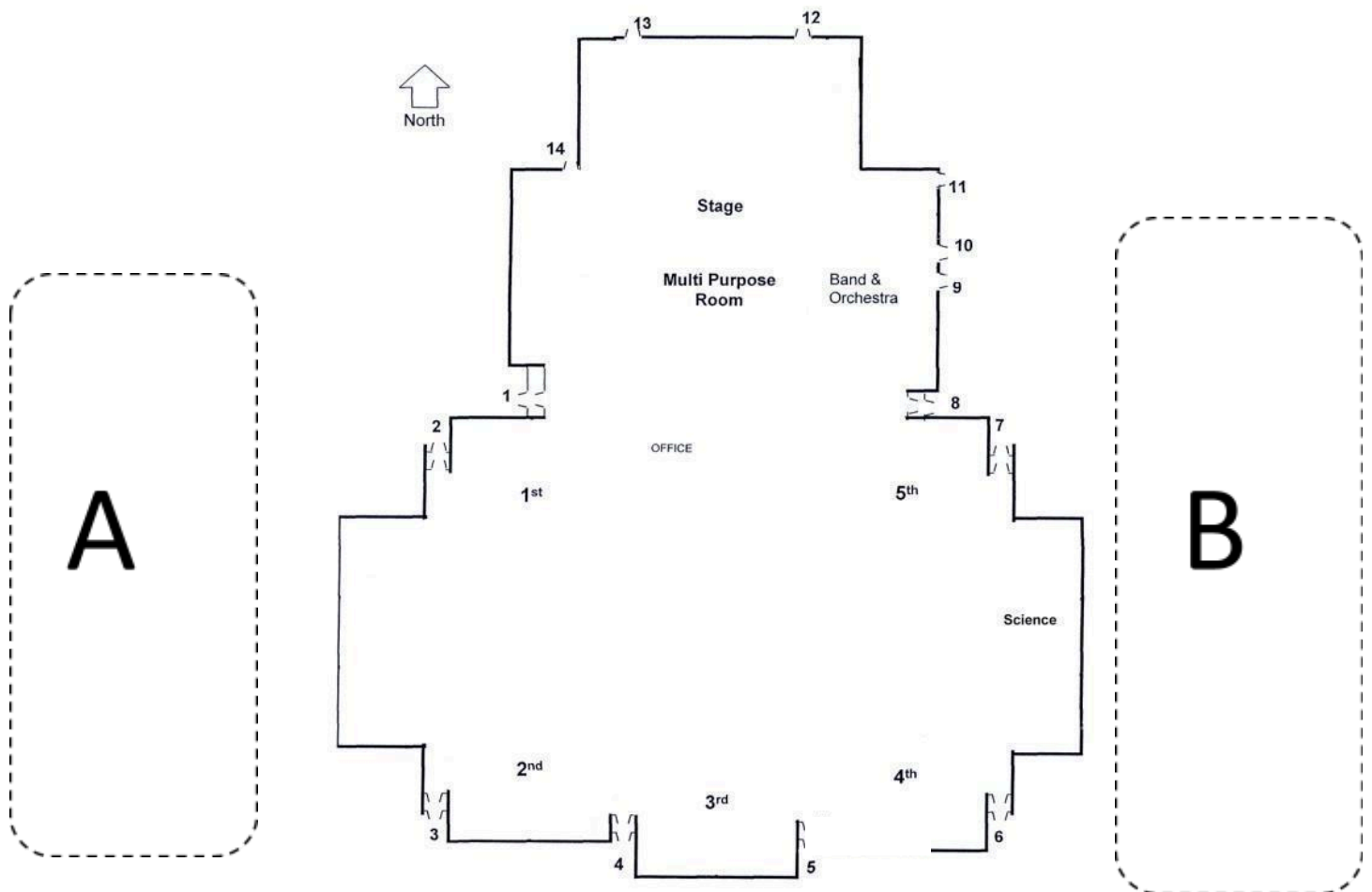
During Arrival:

Students dropped off in Lot A will enter the school through door 1

Students dropped off in Lot B will enter the school through door 6

Students dropped off by a bus may enter the school through door 12

Students walking or riding a bike may enter the school through doors 1
or 6



During Dismissal:

Walkers and bike riders will exit on the south side of the building from Door 4 and Door 5.

Bus riders will line up in the gym and load buses when directed from Door 12.

Car riders picked up in lot A will exit on the west side of the building from Door 1.

Car riders picked up in lot B will exit on the southeast side of the building from Door 6.

BAND AND ORCHESTRA

Meadow Glens has a wonderful Band and Orchestra program. In the late spring, orchestra and band directors from the grade schools and junior high visit Meadow Glens to provide the opportunity for 3rd-grade students to try out several instruments. With the help of these directors, the preferred choice is narrowed down to one instrument. When school resumes in the fall, these now 4th and 5th-graders begin group lessons and participate in full band/orchestra once a week.

BUILDING SECURITY

In cooperation 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. All other doors will be locked and students have been instructed not to open outside doors. 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.

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.

BIRTHDAY BOOKS

Once a month, the Principal will present books to those children having birthdays that month. Summer birthdays will be honored during the school year. Our Home & School generously provides the birthday books and bookplates.

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>

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 Birthday Treats

- No food may be brought in for birthday parties for consumption either at school or to be sent home.
- The child can be honored in a variety of ways, other than with the sharing of edible treats (pencils, stickers, class book, etc).

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.**

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 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 DEVICE

Students are allowed to call home from an office phone for necessary items such as eye glasses, lunch, etc. Students are not allowed to call home to make arrangements for after school activities such as play dates with friends.

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 or others during the school day, as it can disrupt learning. Per our school guidelines, cell phones and Smartwatches (unless in “school mode” with time capabilities only) 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.

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 OUTDOORS 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 snow. Otherwise, children will be asked to remain on the blacktop area for the entire recess period.

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

STUDENT REPORT CARD

Student report cards are available through the Student Information System, Infinite Campus. Parents 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 parentsupport@naperville203.org.