

**HENRY L. MAYFIELD ELEMENTARY
STUDENT/ PARENT HANDBOOK**



“HOME OF THE BEARS”

**2018 - 2019
School Year**

Mayfield Elementary
31820 Hwy 190
Slidell, LA 70460

Dear Parents,

The administration, faculty and staff would like to welcome you and your child to Henry L. Mayfield Elementary School. At Mayfield Elementary, we believe in order to optimize your child's educational experience a strong partnership between parent, teacher and student should exist. Therefore, we encourage all parents to become active participants in our Mayfield community by volunteering in their child's classroom and/or at school events.

We welcome the opportunity to work and collaborate with you throughout this school year. It is our goal to provide a positive and safe learning environment where students become active and engaged learners. Establishing and maintaining open lines of communication are essential to the partnership between you and your child's teachers.

This handbook was created to assist in communicating most of the policies and procedures at Mayfield Elementary. Refer to this manual if you have any questions throughout the school year and feel free to contact our office if you need additional information. Please sign the acknowledgement sent home with your child which signifies you have read and understand the school policies and procedures. We look forward to meeting each of you this school year.

Sincerely,

Kerri Soo & Shelly Bogran-Shires

Kerri Soo
Principal
Kerri.Soo@stpsb.org

Shelly Bogran-Shires
Assistant Principal
Shelly.Bogran@stpsb.org

MISSION STATEMENT: At Mayfield Elementary School, students will be accepted, appreciated, nurtured, and challenged according to their individual needs.

Through their education at school, students will gain the skills, strategies, and desire necessary for continued learning. They will also develop a strong sense of responsibility for themselves and each other and their community.

To this end, faculty and staff will create a safe and rich multicultural environment for learning; design an integrated curriculum with strong writing, math, reading, science, social studies and fine arts components; provide for children to become self-directed learners; and share their enthusiasm for learning in an atmosphere of mutual respect and appreciation.

ADMISSIONS

New kindergarten students must be 5 years old before October 1 of the school year in which they are enrolling. First grade students must be 6 years old before October 1. The following documents are needed for school registration:

- Certified Birth Certificate
- Social Security Card
- 3 Proofs of Residence or Assignment Letter
- The Student's Last Report Card
- Name and complete mailing address of the former school
- Louisiana State Health Card (Form MCH 14A or revised 1/70) stating proof of immunizations

A Student Transfer Letter is required for all students transferring from other schools in parish.

ARRIVAL AND DISMISSAL School begins at 8:55 a.m. Children should begin arriving after 8:25 a.m. each school day. Teachers are on duty at 8:25 a.m. to supervise students. For your child's safety, no student may be on campus before 8:25 a.m. Breakfast is served from 8:25 a.m. to 8:55 a.m. The tardy bell rings at 9:00 a.m. Any student arriving after the tardy bell must be signed in by an adult in the office before reporting to class.

Dismissal begins at 3:55 p.m. Car riders are dismissed at the first bell. Bus riders will wait in their assigned area until their bus arrives. All students going home by car should be picked up no later than 4:15 p.m.

If at dismissal a child is to go anywhere other than home, a written notice must be sent to his/her teacher (in the take home notebook or folder). Do not send the notice by email to teachers during the day, because they may not get a chance to read the email before dismissal.

For security reasons, transportation changes may not be made over the phone. In the event of an emergency, a fax or email may be sent to the office with a copy of a driver's license or photo ID.

ATTENDANCE

Elementary students are allowed 10 absences each year. Absences of two or fewer consecutive school days incurred due to illness of the student or serious illness of the family may be excused by a note written by the parent. If a student is absent for three or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist. Parents should send a written excuse immediately to the teacher if your child is absent. Excuses must be submitted within two days of the absence for make-up work to be done. Make up work will only be provided for excused absence. Teachers must be given 24-hour notice when asked to provide missed assignments. Late excuses for absences will not be accepted.

Excused absences are counted in the total number of absences. You will be called by the district automated system anytime your child is absent or is checked in past the reporting time.

PLEASE NOTE: Act 103 of the 1994 State Legislature deals with student truancy and tardiness and requires principals to report absences and tardiness to the child welfare supervisor. The Supervisor of Child Welfare must refer a student who is absent or tardy without an acceptable excuse five or more times in one month to the family or juvenile court. Policy also mandates the automatic retention of a student who has been absent for 10 or more days in a school year (extenuating circumstances are taken into consideration).

Students must be present at school in order to participate in school performances and activities.

BALLOONS AND FLOWERS

Balloons and flowers are not to be sent/or brought to school for a student. Such deliveries interrupt learning, cause hurt feelings, and disturb order during dismissal. The office will refuse delivery of these items.

BUS RIDERS

Each student riding a bus to school must ride only his/her assigned bus. If a student needs to ride a different bus, he/she must bring a note, written and signed by a parent. All transportation changes must be in writing and sent to his/her teacher in the take home notebook or folder. The office will then prepare a bus pass for the child to give to the bus driver.

For the safety of your child and everyone on the bus, appropriate bus behavior will be strictly enforced. Students are expected to always:

- Remain seated facing the front of the bus.
- Keep their hands and feet to themselves and inside the bus.
- Talk in a low (normal) tone of voice.
- Use only the bus and bus stop assigned.

Consequences for misbehavior on the school bus:

- First Referral: Student Conference with an administrator; parent is contacted.
- Second Referral: Student Conference with an administrator; parent is contacted for conference; possible loss of bus privilege for up to 3 days
- Third Referral: Student Conference with an administrator; parent is contacted for conference; possible loss of bus privilege for up to 1 week

BUS SERVICE

Bus routes and stops are planned and established by the St. Tammany Parish School Board Transportation Department. Please use bus transportation if available to your neighborhood. Call the Transportation Department, 898-3373, or visit the website <http://www.stpsb.org/transportation> for questions regarding bus routes, stops, and times.

Parents should make sure that they know their child's bus number, driver's name and have their contact number. If for any reason your child will ride a different bus home, the parent must send a note to the teacher that must be signed by an administrator. For security purposes, phone calls will not be accepted to make transportation changes.

CAFETERIA

The meals served daily are nutritionally balanced and meet one-third of the daily minimum nutrition requirements. We strongly urge you to take advantage of the school lunch program. Collection procedures are as follows:

- All meals will be paid for in advance
- Each child will be issued an identification number
- Payment can be in cash or by check payable to Mayfield Cafeteria with the student's computer number on the check. Payments can also be made online using checks or credit cards. A link is available on the school website.
- Breakfast and lunch money should be sent in on Mondays only or on the first day of the week.
- Money should be sent in an envelope and labeled as follows:
 - Name of student
 - Amount of money
 - Identification number
 - Teacher's name
- Charges are not allowed

Breakfast: Reduced \$.30/day Paid \$.70/day Lunch: Reduced \$.40/day Paid \$1.20/day

Visitor: Breakfast \$1.65 Lunch: \$3.45

Applications for free and reduced meals are to be completed on-line. Please contact the school cafeteria if you do not have access to the Internet. Completing this application is encouraged as this is the deciding factor for Title I funding. **Parents or guardians are responsible for all charges incurred before notification of approval is made.** Notification of approval or disapproval will be sent to all applicants.

All cafeteria fees are to be paid in full each month. Please contact the cafeteria manager, Mrs. Tammy Ducote, between the hours of 8:30 a.m. and 3:30 p.m. if you have any questions.

Fast food, canned and/or bottled drinks, and toys are not allowed in the cafeteria. Students may purchase milk for \$.30 if desired. Breakfast and Lunch menus will be posted on school website. (For Breakfast: Students should arrive no later than 8:40 a.m. to allow sufficient time to eat)

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. In the event of severe weather conditions, check local news forecasts for information. Every practical means is used to notify parents of an impending cancellation including radio, TV local stations and Channel 13, the school board web site, <http://stpsb.org>, and newspapers. In the unusual circumstance where school must be cancelled during the school day, school personnel will remain at school until all students leave campus.

CAR RIDERS

Students riding in cars must be picked up or dropped off at the car ramp. Car ramp will open in the morning at 8:25 a.m. and will close at 8:55 a.m. when the first bell rings. **For safety reasons, students are not allowed on campus before 8:25 a.m. because teachers will not be on duty until that time.**

Car riders will be given a windshield name card which should be displayed on the dash in the front passenger's side of the windshield when picking up your child at the car ramp.

If a child is not picked up from the car line by 4:15 p.m., he/she may be placed in our aftercare program and the fee for one (1) hour of care, minimum, will be charged per child.

CHECK INS/CHECK OUTS

Any student arriving after the tardy bell must be signed in by an adult in the office before reporting to class. **Any student receiving three (3) tardies will be referred to the Truancy Assessment Service Center (TASK).**

Parents are to report to the main office to check out a student. A student can only be checked out of school by persons listed on his/her emergency card. **For your child's safety a current driver's license must be presented when checking out a student from school and must match the name on the student's Emergency Card.**

Children may not be checked out after 3:30 p.m., except for emergencies.

Make-up work from early checkouts will be the responsibility of the student.

CHILD CARE

Child Care is available before school beginning at 6:30 a.m. After School Care begins at 3:55 p.m. and continues until 6:00 p.m. The program is available to full time participants only and enrollment is limited. All Child Care participants must be registered through the office and payment must be made in advance.

CHILD SEXUAL ABUSE PREVENTION

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. Contact the school counselor if you are interested in previewing materials used in the instruction. We encourage parents to talk to their children about this topic as well as other general safety issues.

CONFERENCES

Parent conferences are encouraged and can be arranged at any time during the school year. Parents may request a conference by calling the school to set up an appointment. Please give the teacher at least 24 hours notice. After conferencing with the teacher, a conference with an administrator may be scheduled if a problem still exists.

COUNSELORS

Guidance and Counseling services are available to help children become aware of their abilities, aptitudes, interests and attitudes. In addition to our full-time guidance counselor, Mayfield has a mental health provider provided by a grant designed to help students with problems.

DEBT COLLECTION PROCEDURES

Debts include, but are not limited to such things as lost/damaged textbooks, library books, unpaid lunch/breakfast fees, child care, and others. Parents will be notified in writing of the fees owed to the school. In the case of a student transferring to another school, all financial obligations shall be met during withdrawal procedures.

DISCIPLINE

At Mayfield Elementary, all faculty and staff follow a school-wide Positive Behavior Support program. It is a proactive approach to school discipline. The goal of the plan is to define, teach, and support behaviors so that the culture of self-respect is established throughout the school. We expect students to display acceptable behavior at all times and ask our parents and guardians cooperation in helping us to help all students to accept responsibility for their actions and develop self-discipline. The school guidance counselor and mental health providers are also involved with counseling students that repeatedly demonstrate unacceptable behaviors.

Each classroom will have a classroom discipline plan. These individual classroom plans will directly connect to our school rules. Appropriate behavior is always praised at Mayfield Elementary School. If a rule is broken in the classroom, teachers will have classroom consequences and interventions.

As part of our positive approach for positive results, when possible, we use classroom teacher interventions, parent/teacher conferences, referral to the school counselor, a possible development of a Behavior Intervention Plan (BIP), referral to the Student Assistance Team (SAT) and/or our Mental Health Provider (MHP), before completing an administrative referral.

In addition to our school-wide expectations, we take a proactive approach to the issue of bullying. Below is an overview of our parish policy on bullying.

Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action(s) at any school site or school sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team. Examples of types of bullying may include, but are not limited to the following examples: Physical bullying includes, but is not limited to, punching, shoving, poking, strangling, hair pulling, beating, kicking, punching or excessive tickling.

Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) or alleged victim and/or any individual(s) who report an incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated.

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out of school suspension, disciplinary reassignment and/or expulsion.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

DRESS CODE (see also: Uniform Policy)

Refer to STPSB Handbook on attendance, discipline, dress code & student records. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Students are not permitted to wear Mohawks or hair that is colored in a manner that causes a distraction as determined by the school principal. School principals maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear. Sculptured hair styles, which include pictures, symbols, letters, numbers, etc., will not be permitted.

As a Mayfield student, school uniforms are mandatory. All outer jackets need to allow school uniform apparel to be visible at all times. Only Mayfield pullover sweatshirts are allowed. All other outer jackets need to open in the front with buttoned or zippered fronts to allow the school uniform apparel to be visible.

EMERGENCY INFORMATION

Each student will be given an emergency card for parents/guardians to complete. In the event of an emergency, we need to reach the parents or additional caretakers as quickly as possible. If your home or work telephone number changes, please notify the school office.

PLEASE NOTE: Students can only be released to individuals listed on the emergency card

In case of emergency, we will attempt to contact the names in the order listed to come pick up your child.

FIELD TRIPS

Each grade may participate in field experiences (either at school or a field trip) in conjunction with units of study. Parents will receive notification of details through notes sent home with students. Deadlines for permission slips and payment must be adhered due to the requirement of advanced purchase of tickets and prepayment of bus transportation. Due to these restrictions, refunds cannot be made if for some reason the student is unable to go on the field trip. Students whose behavior presents a risk to themselves or others will remain at school in an assigned classroom. All students who attend field trips must ride the bus to the destination and return to school by bus. Students are not allowed to ride with parents in cars. Students cannot be checked out during field trips. Students not present on field trip day will be marked absent.

FORGOTTEN ITEMS

Any items brought to school that were forgotten at home are to be delivered to the front office. The secretaries will place those items in teacher mailboxes to be picked up. Secretaries cannot interrupt a classroom due to loss of instructional time.

GRADE BOOK

St. Tammany Parish Schools provide an on-line grade book, JPAMS, which parents and students can access to view student grades. Passwords are given to parents and guardians at the start of school. Contact the office if you have difficulty accessing JPAMS.

GRADING SCALE

Grading Scale for Regular Courses	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

KIDS IN TRANSITION

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence. If you have questions about the support services related to this program, please contact the school office or school counselor.

HANDBOOK ON ATTENDANCE, DISCIPLINE, AND STUDENT RECORDS

This handbook is printed by the St. Tammany Parish School Board to give you additional information about certain school board policies and procedures. This information will be given to students on the first day of school. Please read this information and use the handbook as a reference throughout the school year.

HOMEWORK

The purpose of homework is to reinforce learning that takes place at school. Homework should be relevant, realistic, and reasonable. Teachers will review their homework policies with parents during open house. **It is the student's responsibility to bring his/her homework assignments home each day and return with the completed assignments the next day.**

Students in grades 4th – 6th will be provided with a student agenda to assist with this purpose. Parents are encouraged to provide a designated time, assistance as needed, and a quiet place to do homework.

HOURS

Office Hours: 8:25 a.m. – 4:25 p.m.

School Hours: 8:55 a.m. – 3:55 p.m.

Child Care: Before Care -6:30 a.m. After Care -3:55 p.m.– 6:00 p.m.

INTERIM REPORTS

District-wide Interim Reports are issued at midpoint during each grading period. Interim Reports are issued to inform parents of their child's progress midway a grading point.

LOST AND FOUND

All clothing found on the campus is placed in the lost and found box in the cafeteria. Please write your child's name on everything that is worn or brought to school. Students should not bring extra money, toys, or valuable items to school.

MEDICATION

Do not send medication, prescribed or over the counter to school. Teachers are not allowed to administer medication to students at school. **EXCEPTION:** If your child is on a long-term prescription medication, you may request a St. Tammany Parish Medication form from the school office and have it completed by your physician. The medication can then be administered through the office. The medication must be brought to school by the parent. Students are never to bring medication to school

OPEN HOUSE

A formal Open House will be held once during the year. This event will allow you to meet with your child's teacher, hear about plans for the semester, learn about the curriculum, requirements for the grade and ask any questions you may have. Please make every effort to attend.

PARENT TEACHER ASSOCIATION (PTA)

Mayfield Elementary established a PTA June, 2011. PTA encourages parental involvement, assists parents in developing skills to raise, educate, and protect their children, and speaks on behalf of children in the schools and before governmental agencies and other organizations that make decisions affecting our children. At Mayfield Elementary, our goal is to create a strong partnership, with parents, teachers and students. The PTA e-mail address is: HenryLMayfield.PTA@gmail.org

PROMOTION AND RETENTION

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all the following criteria have been satisfied:

- The child has been in attendance for a minimum of 160 days
- The child has received passing grades on level in Reading and Math (grades 2-6)
- The first grade student has received passing grades on level in Reading and Math during the last quarter
- The child does not fail two minor subjects (grades 2-6)
- Please refer to the St. Tammany Parish Pupil Progression Plan for a more detailed description.

<http://stpsb.org/files/pupilprogressionplan.pdf>

REPORT CARDS

Students in Grades 1-6 will receive report cards each quarter. Kindergarten students will receive reports beginning with the second grading period. Interim reports will be available on JPAMS at mid-quarter intervals. Interim (progress) reports are indicative of an academic progress in regard to the subject addressed. Please consult the teacher if further explanation is desired. Please check the report carefully. If the teacher has requested a conference, please schedule one as soon as possible.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) is comprised of various school staff members and may include an administrator, counselor, technology resource teacher, referring teacher, and other appropriate personnel. When a student begins to have significant struggles academically or behaviorally, a conference is held between the teacher and the parent. Specific concerns are documented and the classroom teacher will implement appropriate interventions. If the interventions are not successful, a meeting is scheduled by the teacher with the SAT to which the parent is invited. At the SAT meeting, the committee reviews all information and makes additional recommendations for interventions and/or screenings.

STUDENT FEES

The amount of the student fee for the school year is \$10.00. Please turn this money in to your child's teacher. We request all parents to pay this as soon as possible, since this money is used to defer the cost of duplicating materials and services

SUPPLIES

A supply list is provided for each grade level. They are sent home at the end of each school year and are available at all times on our school website. These supplies are the minimum amount needed for the student. Supplies should be replenished throughout the year. Please select a book bag without wheels for your child to use at Mayfield Elementary.

SUSPENSION

Students who display inappropriate behavior of a serious nature will be suspended from school. Suspended students are not allowed on campus for any reason during this time.

Students are not allowed to make up work during this time. Therefore, it is very important that we work together to teach students self-discipline and the importance of making appropriate choices.

In-School Suspension (ISS)

This program is designed to keep students in school. Students may be put in In-School Suspension at the discretion of the administration. Classwork may be made-up during ISS. Those students who are placed in In-School Suspension and choose to misbehave will be suspended from school.

TEXTBOOKS/LIBRARY BOOKS

Students are expected to keep all textbooks, library books and other materials issued to them in good condition. Any lost or damaged books will need to be replaced by parents/guardians.

Any student who loses or damages a textbook should report it to his/her teacher. The amount owed for the book must be paid before another book is issued.

Teachers will remind students to return library books on the correct day, but parents and children are responsible for returning the books on the appointed day. Payment for lost books shall be based on the current list price of the book. If a student has an overdue book, he/she may not check out additional books from the library until the cost of the lost book is paid.

TOYS, GAMES, ELECTRONICS, ETC.

We ask that no toys be brought to school unless requested by the teacher. Cell phones, tablets, smartwatches, headsets, video games and other devices are not allowed on campus. If the named devices are brought on campus, items will be taken from the students and held in the office for parents to pick-up.

UNIFORM POLICY (See also: Dress Code)

School Uniforms are mandatory for all Mayfield Elementary students. The uniform consists of:

- Light blue or gray collared polo-type shirt (Mayfield logo only)
- Khaki pants, shorts, jumpers and skirts (must be fingertip length)
 - Pants must be hemmed at or above the heel, so as not to drag the floor
 - Pants and shorts must be properly secured at the waist, so as not to sag

Shoes must be appropriate for the classroom and playground. Since PE is a required part of the school curriculum and students participate in PE every day, tennis shoes should be worn for safety reasons. Students are not to wear caps, hats or bandanas. Students not abiding by the uniform policy will be asked to return home to change.

VISITORS

Parents are urged to become involved in school activities. We need volunteers for many aspects of our educational program. For the safety of our children, we must know who is on our campus at all times. All visitors to the school must present a form of identification (driver's license or ID card) at the office and receive a visitor identification badge. All IDs will be returned upon checkout. Visitors must also check out through the office.

WEAPONS POLICY

Students found using, possessing and/or concealing a knife, a firearm, a weapon that may discharge a projectile or other dangerous instruments that may cause bodily harm shall be immediately suspended and possibly recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and possibly recommended for expulsion.

WEBSITE

St. Tammany Parish School Board and Mayfield Elementary have websites for your convenience. They are both full of important information about school happenings. Please visit them frequently. The Parish website is www.stpsb.org. Mayfield's website can be accessed from this site by looking under the school directory for Mayfield Elementary. Many of our teachers have links to their own web pages from this site. You may find the lunch menus for each month there as well.

WITHDRAWING A STUDENT

If a student is moving from Slidell or transferring to another school in Slidell (due to a change of address), please contact the school several days before the planned move. This allows the office and teachers time to complete the necessary paper work. All textbooks and library books must be returned and all debts must be paid.

At the beginning of the year, the Parish Handbook on Attendance, Discipline, and Student Records will be issued to each child. It is the parent's responsibility to see that their child follows the policies in this handbook.

Mayfield Elementary School Wide Expectations

B ... Be Positive

E ... Exercise Self Control

A ... Act Responsibly

R ... Respect Everyone

S ... Strive for Excellence in ALL we do